



Life Center, Inc. Division Office
45199 Cass Avenue
Utica, MI 48317
Phone: (586)739-9220
Fax: (586)739-3321

Warren Mott High School
3131 12 Mile Road
Warren, MI 48092

March 16, 2017

Dear Counseling Center:

Life Center, Inc. (LCI) is a non-profit provider agency for individuals with developmental disabilities, striving to help them achieve their goals while providing support. We are writing to let you know of a potential job opportunity for your graduating students. Our Caregivers work either one-on-one in an individual's private residence, or in one of our small, residential group homes. Placements are all over Macomb County, including Romeo, Memphis, Richmond, Armada, Shelby Township, New Baltimore, Clinton Township, Sterling Heights, Warren, Roseville, and Eastpointe.

Our agency requires all staff be at least 18 years of age, and have a valid MI driver's license, reliable transportation and current car insurance. While your seniors may not meet these requirements at this time, we hire on a continual basis, especially during summer months. Many of our current staff work flexible part-time schedules, gaining valuable experience while they work towards furthering their education. This is a wonderful opportunity for any of your students interested in health care, psychology, social work, or those simply looking to make a difference in their community. Many of our current Medical Coordinators, Site Leaders, Assistant and Group Home Managers, and Program Coordinators began their career path with Life Center as a caregiver. No experience is necessary and applicants will attend paid trainings. Life Center offers mileage reimbursement and referral bonuses; insurance benefits, paid vacation and paid personal time are also available for full-time employees.

Enclosed is a direct care worker flyer that may be distributed among your students. If you have any type of Career Night, Vocational Fair, Health Careers Information session or other similar event, we would be very interested in attending and speaking to students about our industry. Or if you have a group of interested individuals, we would be happy to have a Life Center representative come out and speak with them. Otherwise, any interested individuals may contact our Human Resources department at (586) 739-9220 for more information.

Thank you for your time; we appreciate the opportunity to share our mission with your students.

Sincerely,

A handwritten signature in dark ink that reads "Stephanie Havelka". The signature is written in a cursive, flowing style.

Stephanie Havelka
HR Specialist I
Ext. 19

NOW HIRING!

BECOME A CAREGIVER

Direct Care positions are available throughout Macomb County to provide in-home supports to children and adults with disabilities.

Visit www.lifecenterinc.net for more info.

We offer:

- Paid Trainings & Holidays
- Competitive Wages & Mileage Reimbursement
- Employee of the Month Program & Years of Service Awards
- Paid Vacation & Personal Time, as well as Health, Dental, Vision, Life & AFLAC benefits are available to full-time employees

No experience needed, but you must meet the following qualifications:

- Be 18 years of age or older
- Possess a current and valid MI driver's license
- Have reliable transportation and car insurance



Email your resume to: macombcountyjobs@lifecenterinc.net



JOIN OUR TEAM!