**REACH, INC.**

**PROGRAM ASSISTANT**

**JOB DESCRIPTION**

**DEPARTMENT: 400**

**REPORTS TO:** Adult Program Director

**FLSA STATUS:** Non-exempt

## JOB SUMMARY

The Program Assistant evaluates the needs, develops and implements programs designed to meet the individual client needs. The assistant may work in both Vocational /Workshop setting and Day Service/Community setting. The assistant works closely with other staff to assure program consistency and generalization of learned skills in order for clients to more fully integrate into the community and to encourage maximum independence.

## QUALIFICATIONS

High School Diploma is required with preferred one year of successful experience working with developmentally disabled individuals. Must pass a Caregiver Background Check

## TYPICAL DUTIES AND RESPONSIBILITIES

### ESSENTIAL:

Works with individuals to facilitate the highest level of independence on the job, through documentation of behavior, positive feedback and carry through of specifically designed habilitation training.

- Assist clients with all aspects of personal care needs
- Supervise activities and well being of clients and consumers
- Maintains quality control required by job specifications
- Designs and implements specific programs in work skill and day services
- Keeps log/data/baseline information on individuals
- Provides one-on-one training to individuals as needed
- Implements a behavior program on specific clients as part of a team, using the least restrictive behavioral intervention
- Works with team to assure a safe and orderly environment for clients

- Maintains accurate/detailed client time card information

- Writes semi-annual reports and assures they are submitted to the Coordinator by the 15th of each month

- Works as part of Vocational and Day Service team to provide supervision, quality control and basic training according to objectives for clients

- Supervises and assists clients before and after work transition, to and from transportation and during lunch and break times

- Attends team meetings and shares relevant information

- Responsible for workshop production and development them into the community

- All other duties as assigned

**NON-ESSENTIAL :**

- Maintains work area in a neat and clean manner – picks up inappropriate items from floor and places them in appropriate receptacle
- Assists with the transportation of clients

**PHYSICAL REQUIREMENTS**

- Frequent sitting, standing, bending, walking, reaching, pushing, and pulling
- Occasional lifting and carrying of 35lbs to 50lbs

**KNOWLEDGE/SKILLS/ABILITIES**

- Great communication skills, verbal and written

- Basic computer skills

- Ability to work with others effectively and as a team

- Be reliable

- Show up to work on time and when scheduled

- Know how to budget time and multi-task

- Ability to think critically

- Able to work safely

- Ability to visually observe clients

| | |
|---|---|
| Program Assistant | Date |
| Program Director | Date |
| President/CEO | Date |