

Program Assistant

REPORTS TO: Program Director

FLSA STATUS: Non-exempt

JOB SUMMARY

The assistant evaluates needs, develops and implements programs designed to meet 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/ABILITIES/EDUCATION

- High school diploma or equivalent.
- Ability to lift and carry 35-50lbs occasionally.
- Good written and verbal communication.
- Ability to correct/redirect behavior of clients.
- Be dependable and reliable.
- Ability to perform repetitive functions of standing, walking, sitting, bending, lifting, reaching, grasping, pulling and or pushing continuously.

RESPONSIBILITIES (INCLUDE BUT NOT LIMITED TO)

- Assist clients with all aspects of personal care needs.
- Supervise Activities and well being of clients/consumers.
- Designs and implements specific programs in work skill and day service.
- 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.
- Supervises and assists clients before and after work transition, to and from transportation and during lunch and break time.
- Works as part of the Vocational and Day Service team to provide supervision, quality control and basic training according to objectives for the clients.