

**REACH, Inc.**

**Program Assistant/PCW**

**Job Summary:** The Program Assistant/PCW evaluates the needs of the members, develops and implements program designs to meet the needs of individuals. The assistant may work in both Vocational/Workshop settings and Day Service/Community setting. The assistant/PCW works closely with other staff to assure program consistency and generalization of learned skills in order for members to more fully integrate into the community and to encourage maximum independence.

**Typical Duties and Responsibilities:**

- Assists clients with all aspects of personal care needs
- Supervise activities and well-being of members 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 members
- Maintains accurate/detailed client time card information
- 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
- All other duties as assigned

**Physical Requirements:** Frequent sitting, standing, bending, walking, reaching, pushing and pulling, occasional lifting and carrying of 35lbs to 50lbs.

**Knowledge, Skills and Abilities:**

- Great communication skills, verbal and written
- Ability to visually observe members
- Basic computer skills
- Ability to work with others effectively and as a team
- 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

**Benefits:** \*Full and Part-time employees are eligible for the following benefits: Voluntary AFLAC, Sick time, Vacation time, Holiday time, Teladoc, 401k and Employee Assistance Program. \*In addition, Full-time employees are eligible for the following: Long/Short term Disability/Life/Accidental Death, Dental, EyeMed, Section 125 Plan and LegalShield

Job Type: Full and Part time Positions Available

Pay: \$10.00 - \$13.00 per hour

Covid Vaccinated employees not required to wear mask's at this time