



# Program Assistant

with Morning or Afternoon Driving Route

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## **Job Description:**

The Program Assistant position provides support to individuals with physical and intellectual disabilities throughout their daily activities in an Adult Day Service program

- This is a full-time position with hours varying between 35-40 hours per week.  
*Together Route Driving hours with Program Assistant hours range between- 7:15 am-3:00 pm or 8:45 am-4:45 pm*  
*Training provided*
- Starting Wage for Program Assistant Hours- \$13.75 per hour
- Wage for Route Driver Hours- \$17.00 per hour

## **Essential Job Functions:**

- Engage individuals with disabilities in small group volunteer activities in the community
- Provide safe and efficient morning and afternoon transportation for individuals with disabilities to the Adult Day Services programs-training provided.
- Support individuals with disabilities by attending health and wellness activities at fitness centers
- Teach small group classes such as, cooking, daily living skills, art, nutrition, community resources etc.
- Assist with personal cares- training provided
- Administer medications -training provided

## **To Be Successful in this Job:**

- Enjoy having a positive impact on someone's life
- Have experience working with intellectual and/or physical disabilities preferred
- Provide accurate documentation for the program
- Be comfortable driving to and from community activities in mini vans and 15-passenger vans
- Have knowledge and understanding of different communication styles
- Effective communication skills with staff

## **Physical Requirements:**

- Walk, Stand, bend, stoop, occasionally push or pull up to 80 lbs., and lift, carry, transfer up to 60 lbs.

## **Employment Requirements:**

- Must be a minimum of 18 years or older
- High school diploma or GED required
- Valid driver's license and acceptable driving record- Must provide a current copy of your driving record
- Pass a criminal history background check

## **Benefits:**

Paid Training

Health Insurance & Life Insurance (full time)

AFLAC Benefits Available (full time)

Paid Time Off Benefit (full time)

Employee Referral Bonus:

up to \$1200 for a Full-Time referral