

# Program Assistant

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## BRIDGE For Community Life

### Job Description

If you have been a Personal Care Assistant 'PCA', Direct Support Professional, Caregiver or have had similar experience and are ready to use your skills in a more dynamic environment, this position may be just for you. BRIDGE believes that all people should be engaged in their community through a variety of opportunities to strengthen independent living skills.

### General:

The Program Assistant- position (PA) provides support to individuals with physical and intellectual disabilities throughout their daily activities in an adult Day Service program.

This is a great opportunity to gain hands on experience in a non-profit organization for those going into the teaching field, special education, physical therapy, occupational therapy, speech therapy, or medical industry.

**Wage:** Starting Wage for Program Assistant (PA) Hours - \$17.00 per hour

Wage for Route Driver Hours - \$17.00 per hour

### Shift Description:

BRIDGE is looking for Full-Time and/or Part-Time staff with hours available from 9:00 a.m. to 3:00 p.m. Monday through Friday.

Additional hours may include Backup Route Driver for the AM or PM routes varying between: 7:15 am -9:00 am or 3:00 pm- 5:00 pm.

### Job Duties:

- Provide safe and efficient morning and afternoon transportation for individuals with disabilities to the Adult Day Services programs-training provided.
- Engage individuals with disabilities in small group volunteer activities in the community
- Teach small group classes such as, cooking, daily living skills, art, nutrition, community resources etc. All class supplies provided by BRIDGE for Community Life Inc.
- Assist with personal cares- training provided
- Administer medications- training provided
- Effective communication skills

### To Be Successful in this Job:

- Enjoy having a positive impact on someone's life
- Experience working with intellectual and/or physical disabilities preferred
- Provide accurate documentation for the program
- Comfortable driving to and from community activities in mini vans and 15-passenger vans
- Knowledge and understanding of different communication styles

**Working Conditions:**

- 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

**COVID-19 Precautions:**

- PA's receive complimentary hospital grade personal protective equipment daily- face mask & eye wear protection & digital thermometer.
- PA's will conduct daily temperature symptoms screenings of themselves & clients before each shift.

**Benefits:**

- Paid Training
- Health Insurance
- Life Insurance
- Paid Time Off Benefit
- Employee Referral Bonus- up to \$1200

BRIDGE For Community Life is an equal employment opportunity company