

Position Title: Summer Program Assistant

Employment Status: Non-exempt/hourly/full time

Reports to: Summer Program Supervisor

Rate of Pay: \$18 per hour

Job Duties:

- Provide support and or assistance to youth with Intellectual and physical disabilities throughout their daily activities in Summer Youth Program
- Safely transport to and from community activities in mini vans, 15-passenger vans with an accessible lift, 17- passenger vehicles with accessible lifts, and minibuses.
- Organize and carry out classes and activities for small groups
- Attend orientation training
- Provide accurate documentation for clients: seizure reports, incident and accident reports, and client communication books, activity logs
- Communicate effectively with co-workers, care managers, nurses, management staff, and guardians
- Support clients through a variety of behavioral needs.
- Work effectively with clients who have a variety of communication styles; including picture boards on speech tablets, visual schedules, talk buttons, and sign language.
- Assist clients to stay on tasks, sit through an activity, take turns with peers, keep hands to themselves, access their community safely, and transition from one task to another
- Assist clients who need 1:1 support by walking, pushing into a wheelchair, loading onto a vehicle
- Assisting with medical/personal care's such as G-tube/J-Tube feedings, Suprapubic catheter care, epilepsy protocols.
- High level of interacting with the clients such as engaging in conversations, assisting only as needed with lunch, and activities.
- Provide on-going feedback to the Program Director or Program Supervisor day-to-day concerns regarding Summer Programming.

Working Conditions:

- Walk/Stand up to 6 hours, drive up to 2 hours, bend/stoop, balance, push/pull 65-80 lbs., lift/carry/transfer up to 60lbs with-out a transfer belt or hoyer lift.

Employment Qualifications:

- High school diploma
- Must pass a criminal history background check
- Possess a valid driver's license
- Acceptable driving record based on companies' automobile insurance
- Experience working with individuals with development or physical disabilities preferred
- Experience supporting individuals with physical aggressions towards others preferred
- Experience working with individuals with autism preferred

Employment Requirements

- Each employee is required to operate in a manner that promotes a team-oriented atmosphere
- Qualifications include some experience working with individuals with developmental disabilities preferred
- Strong communication skills
- This position must clear a criminal history background check
- Highly reliable.

Occupational Health and Safety:

- Employees are responsible and accountable for:
 - Compliance with workplace policies and procedures
 - Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace.

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