

**Job Description: Program Assistant**

**Company:** BRIDGE for Community Life Inc.      **Location:** Hudson, WI      **Reports to:** Program Director

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 - \$18.00 per hour  
Starting wage for Route Driving\* Hours - \$19/00 per hour

**Shift Description:**

- This is a full-time position with hours varying between 35-40 hours per week.
- Typical schedule for Program Assistant (PA) with AM Route- 7:15 am-3:15 pm (may vary)
- Typical schedule for Program Assistant (PA) with PM Route- 8:45 am-4:45 pm (may vary)
- Depending on candidate's experience and company needs this position may or may not include an AM or PM driving route.

**Job Duties:**

- Provide safe and efficient morning and afternoon transportation\* for individuals with disabilities to the Adult Day Services programs- training provided. This is up to 3 hours per day.
- Provide intra-day transportation to community activities.
- Operating company vehicle lifts in a minivan, transit vehicle, or medium sized bus.
- 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 are provided by BRIDGE for Community Life Inc.
- Assist with personal cares; including Hoyer transfers for restroom cares using an electronic Hoyer, or assisting with feeding, training provided

**To Be Successful in this Job:**

- Enjoy having a positive impact on someone's life
- Experience working with intellectual and/or physical disabilities preferred
- Effective communication skills
- Provide accurate documentation for the program
- Comfortable driving to and from community activities in mini vans, 15-passenger transit vehicles, and minibuses
- 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

**Benefits:**

- Recruiting Bonus- Full time- eligible up to \$2000 during first year of employment
- Employee Referral Bonus- up to \$1200
- Paid Training
- Health Insurance
- Life Insurance- Company sponsored
- Paid Time Off Benefit

**COVID-19 considerations:** PA's receive complimentary hospital grade personal protective equipment daily- face mask if needed. BRIDGE for Community Life Inc. is an Equal Opportunity Employer.