



## **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)  
OR
- Typical schedule for Program Assistant (PA) with PM Route- 8:45 am-4:45 pm (may vary)

### **Job Duties:**

- Provide safe and efficient morning and afternoon transportation\* for individuals with disabilities to the Adult Day Services programs- Training provided.
- Provide intra-day transportation to community activities.
- Operating company vehicle-lifts in a minivan, transit vehicle, or mini 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:**

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