

NJEDDA ADULT TRAINING PROGRAM

TITLE: PROGRAM ASSISTANT

JOB DESCRIPTION

Reports to: Adult Center Supervisor

Duties:

1. Assist clients with toileting, feeding, transportation and personal needs.
2. Participate in group and individual instruction under the direction of an instructor.
3. Assist clients in therapeutic activities, etc. as deemed necessary by the therapy team.
4. Work compatibly with other staff members in carrying out established client goals.
5. Participate in daily client progress charting.
6. Participate in daily program preparation.
7. Help create a positive environment for the clients.
8. Attend all staff meetings, appropriate planning sessions, in-service workshops, etc.
9. Assist clients in developing independent living skills.
10. Drive the Center's van and be willing to do transporting when necessary (field trips, daily van runs, lunch pickup).
11. Perform any other tasks deemed necessary to the program supervisor.

Qualifications:

1. High School diploma or equivalent.
2. Must possess a valid NJ State Driver's License.
3. Must successfully complete pre-employment physical, criminal background check and fingerprinting process.
4. Willing and able to develop positive relationships with staff, parents and clients.
5. Physical strength to lift and/or transfer clients with assistance.
6. Complete orientation and College of Direct Support courses in required timeframe.

DISCLAIMER CLAUSE: This job description and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skills or working conditions associated with this job. They are intended to be an accurate reflection of the principle requirements of the position within the agency's operation.

Updated 03.28.17 WW