Empowering & Supporting Individuals

EAST SHORE INDUSTRIES, INC.
Program Assistant Job Description

Job Title: Disability Support Professional (Program Assistant)
Schedule: Part Time- Monday, Tuesday, Thursday 8:45a-3:00p
Reports To: Client Services Coordinator

SUMMARY

The program assistant position works with the individuals we serve to help achieve their personal, social and work goals in order to become more independent in daily living. You will be providing direct hands-on support and training to individuals with a variety of abilities that may include personal cares, work skills assessment, behavior management, community integration and leisure time activities

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Ability and knowledge to understand, implement and assist clients to reach their individual goals and objectives through daily programming.
- Ability to follow all daily schedules and the understanding of individual restrictions.
- Ensures the advocacy for, protection of, and opportunity for individuals to exercise their rights
- Maintains confidentiality according to policy for all clients.
- Follows the organization's policies and applicable laws including all safety regulations.
- Provides direct, hands-on training in the areas of work readiness and work skills.
- Ability to work in a community-based setting with a small group of individuals as needed
- Ability to develop relationships with community resources to help further the goals of the individuals we provide service to in the community.
- Ability to provide hands on and/or assistance to individuals with: feeding, toileting, changing clothing, personal hygiene cares when needed; one or two people transferring of individual from wheel chairs, toilets, chairs and floor.
- Routine charting and record keeping as necessary (i.e.: toileting, behaviors, activities, production records, etc.)
- Carry out all assigned responsibilities which include both leading and assisting with activities.
- Work cooperatively with all staff and act as a positive role model. Ability to use effective problem-solving skills and effective communication with other staff.
- Ability to safely and effectively drive an ESI van or small human services bus.

EDUCATION and/or EXPERIENCE

Applicants need to have a high school diploma or general education degree (GED); and/or 6 months previous experience. Skills required necessary to perform position responsibilities include:

- **LANGUAGE SKILLS:** Ability to read and interpret safety rules, policy and procedural manuals, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to communicate in a positive, cooperative, proactive, effective manner with clients, subordinate staff, coworkers, and supervisors.

- **MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Document client time on time sheets as to hours and minutes spent in program or on the job.
- **REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to resolve behavior management problems in a positive manner.

- Successful completion of a pre-employment Dept. of Justice/Caregiver background check and DMV check.

- A valid Wisconsin driver's license. Must have a clean driving record for the past 3 years. Records must not have any major moving traffic violations or accidents reported (either pending or convicted/charged). Major moving traffic include but are not limited to: Reckless and/or Negligent Driving, OWI, DUI, DWI, Excessive Speeding, Driving with a Suspended, Revoked, or Invalid license, Hit and Run, Refusing to stop for/Fleeing an officer).

This job description does not represent an employment contract, nor do they guarantee that anyone will be employed for any specific or minimum period of time or under specific or minimum terms or conditions. All employed "at will" and both you and East Shore Industries Inc. remain free to terminate the employment relationship at any time, with or without cause and with or without notice.

By signature below, I agree that this job description has been shared with me by my supervisor. I understand this job description explains the usual and customary duties and responsibilities inherent in the position I will hold as an employee of East Shore Industries, Inc.

Name of
Employee:_____

Employee's
Signature:_____

Date:____-____-____

Name of
Supervisor:_____

Supervisor's
Signature:_____

Date:____-____-____

East Shore Industries, Inc. is an equal opportunity employer.