

JOB DESCRIPTION



Title: **Program Assistant** Reports to: **Day Services Manager**

Do you desire a truly rewarding job where you make a real difference every day? Are you someone that enjoys mixing your week up with different activities? Are you driven to help others? VIP Services supports adults with disabilities in living their best life and everything we do supports them in building greater independence with mobility, communication, independent living skills, social and emotional development and/or community access and integration.

PRIMARY JOB RESPONSIBILITY:

As a Program Assistant at VIP Services, you will train in two primary areas. First, in Day Services where you will help to create and participate in activities that engage and enrich the lives of our clients. Sometimes the activities are out in the community and other times they are here at the center. You may then shift over to train in Employment Services where our Job Developers work to help find jobs in the community for people with different barriers to employment. Your role here would be to help these individuals learn their job responsibilities and integrate into the workplace. As they transition, your support would fade. Needs in each area are different every day, so we need a flexible, and motivated individual willing to learn both areas and help wherever needed.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Work with other team members to create enriching activities and individual needs.
2. Work with clients to understand their interests, develop skills, and encourage participation in new experiences within the community.
3. Ensure that our clients experience a safe environment.
4. Provide client feedback to Client Case Coordinator.
5. Complete required VIP courses and training.
6. Perform other duties as assigned.

Minimum Requirements

- Experience working with adults with disabilities and demonstrated genuine respect, warmth, and interest in their needs.
- Able to react to emergency situations calmly & effectively.
- Collaborative, approachable, organized, and communicative.
- Ability to pass a federal caregiver background check upon hire & every 4 years thereafter.
- Valid driver's license, good driving record, and proof of current auto insurance a must.

Working Conditions and Physical Demands

Working conditions may include both inside and outside facilities. Work schedule may occasionally include some evening and/or weekend hours.

I have read, understand, and agree to comply with this job description.

Employee

Date

Supervisor

Date

VIP Services, Inc. is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. VIP Services, Inc. is committed to providing equal employment opportunities for all employees and to promoting and providing a workplace that is free of discrimination and harassment. All employment decisions at VIP Services, Inc. are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion, gender, or any other status protected by the laws or regulations in the location in which we operate. VIP Services, Inc. will not tolerate discrimination or harassment based on any of these characteristics.