



The Arc Gateway, Inc. Job Description

Job Title: Program Assistant
Department: Pollak Training Center: Shredding
Reports To: Production Manager

SUMMARY

To monitor assigned shredding jobs, supervise assigned persons and provide relevant instruction.

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

- Supervise assigned program participants and provide training needed to address individual ISP goals and to meet production deadlines. Promote independence in work and in areas such as daily living, social, self-care, and adaptive skills through the use of jigs and adaptive equipment.
- Oversee assigned shredding jobs, organize equipment, supplies, and work flow. Distribute materials, provide instruction, monitor for quality, complete paperwork, and drive for pick-up or delivery. Maintain regular communications with Production Manager and attend relevant meetings. Assume shared leadership role in absence of Production Manager.
- Provide behavior management intervention and support as indicated. Provide assistance with and encourage appropriate social interactions, toileting, eating, self-care, grooming, mobility, etc.
- Assure that minimum standards from relevant agencies (APD, NAID, Wage and Hour, etc.) are observed through completion of prescribed documentation.
- Maintain safe working conditions through training of program participants and regular inspection of assigned areas. Make recommendations for supplies, equipment/building maintenance and repairs as indicated to ensure safe working conditions.
- Develop a working knowledge of operations, regular customers, pick-up routes, pricing structure, sales processes, and NAID requirements and regulations.
- Advocate for people with developmental disabilities through public/community relations.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED); experience with intellectual disabilities preferred.

LANGUAGE SKILLS Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, customers, or employees of the organization.



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MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Valid driver's license with satisfactory driving record and proof of insurance. Must pass FDLE fingerprint check, Dept. of Children and Families Abuse Registry check, local criminal background check, Affidavit of Good Moral Character, and drug screen. CPR, First Aid, Core Competencies, Zero Tolerance, HIV, and HIPPA certifications will be required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; climb or balance, reach with hands and arms; and talk or hear. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. The employee assists with seizures, accidents, behaviors. Specific vision abilities required by this job include close vision, distance vision, color vision and vision sufficient to maintain driver's license.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and outdoor weather conditions. The employee occasionally will be exposed to risk of electrical shock and vibration. The noise level in the work environment is usually moderate with bursts of loud noises and voices.

Beginning Salary: \$8.50/hour
Status: Non-Exempt

Working Hours: 7:30 a.m.-3:30 p.m. M-F
40 hrs. /week

The Arc Gateway, Inc. is an Equal Opportunity Employer