



The Arc Gateway, Inc. Job Description

Job Title: Program Assistant

Department: South Santa Rosa Day Program

Reports To: Associate Program Manager

SUMMARY Responsible for direct care and supervision of persons served with intellectual/developmental disabilities while facilitating their participation in daily valued routines of their community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assure the safety & well-being of participants; provide assistance with toileting & mobility, as needed.
- Develop and conduct on-site and off-site age-appropriate curriculum and training sessions in the areas of recreation, crafts, cooking, daily living, adaptive skills, rights and health, which are related to the individual's Implementation Plan and as listed in the daily schedule.
- Assess ongoing progress/satisfaction of persons served and modify curriculum and/or requisition program's supplies as indicated.
- Counsel participants as needed regarding positive social attitudes, appropriate social behavior and personal hygiene.
- Respond promptly to participant needs, and report any unusual occurrences and observations to the Program Manager.
- Prepare documentation as required; including (but not limited to) attendance records, daily service log, incident reports.
- Provide assistance with and encourage appropriate social interactions, toileting, eating, self-care, grooming, mobility, etc.
- Oversee assigned activities and products, organize equipment, supplies, and activity flow, distribute material, provide instruction, monitor for quality, complete paperwork and drive for community outings.
- Supervise the administration of medication according to the Medication Policy.
- Help order and serve the daily congregate meals.
- Maintain the cleanliness and organization of the activity area and kitchen. Assist with cost containment through proper storage and economical use of program resources and supplies.
- Demonstrate an attitude of cooperation and professionalism with co-workers, volunteers and the staff of the various organizations that interact with the program.
- Be responsible for the continuation of the daily routine in the absence of the program manager, if assigned.
- Advocate for people with developmental disabilities through public/community relations.
- Performs other duties, as assigned.
- Acts as a role model for the volunteers in the South Santa Rosa Day Program.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED) required. Experience working with intellectual and developmental disabilities and knowledge in some area of recreation (arts & crafts, games, music, cooking, etc.) is highly desirable.

CERTIFICATES, LICENSES, REGISTRATIONS Must be able to pass Level II background screening, Affidavit of Good Moral Character and drug screening. Maintain CPR/First Aid certification, HIV/AIDS and Infection Control education, 65G-7 Medication Administration Training, Zero Tolerance and HIPAA training. Must have valid driver's license, with satisfactory Motor Vehicle Report. Require vehicle registration and proof of insurance.

Beginning Salary: \$10/hr

Status: Non-Exempt

Working Hours: 8am-3pm Mon-Fri