

JOB Description

Title: Program Assistant/Assistant Manager
Department: Day Services
Reports To: Manager
FLSA Status: Exempt

Summary:

Responsible for the on-going support in the supervision and management of daily operations of programs within Day Services, - staff, facilities, equipment, and overall service delivery that will enhance opportunities for participants to reach their highest level of independence.

The Program Assistant is directly responsible to the Department Director and Manager(s), and shall function in accordance with all agency policies and procedures.

This position requires flexibility with a minimum of 40 hours per week, on-call responsibilities included.

Essential Functions

- Responsible to provide ongoing training, follow up and support to participants as assigned.
- Provide support to Department Managers as assigned.
- Maintain a program management caseload of responsibilities.
- Coordinate Quality Assurance and Health & Safety Assignments.
- Responsible to ensure compliance and application of all DDS quality indicators.
- Provides supports in the coordination, planning and scheduling, coverage and transportation.
- Actively involved in the organization and implementation of project assignments and special events.
- Supports Managers in the facilitation, completion and dissemination of team meeting minutes.
- Daily evaluation of staff performance and implementing disciplinary procedures as needed
- Timely completion of documentation requirements identified by all stakeholders.
- Daily communication with staff, management, and administration.
- Maintains up to date files and records.
- Implementation of positive reinforcement strategies for team building and staff development.
- Ensure active treatment and incidental teaching through out every day.
- Develops expanded opportunities for program site “*New, Different and Innovative*”.

Knowledge, Skills and Abilities and other Characteristics

- Energetic/resourceful person committed to improve and expand day program opportunities for all program participants.
- Ability to work in a team environment, exhibit strong leadership skills, networking and be a positive agency representative.
- Strong skills in organization, communication, writing, computers and public speaking.
- Ability to organize projects coordinates staff resources, coordinate program events/functions, and develop community contacts
- Ability to perform in a flexible schedule based on the needs of the Department.
- Ability to actively participate and support Agency and special events.
- Certification or the ability to become certified in medication administration, First Aid, CPR, and any additional certifications necessary for the position.
- Supervisory capabilities (experience preferred).

Qualifications:

- Bachelor’s Degree in related field and 1 year work experience in the Human Services field, or
- Associates Degree in related field and 3 years of work experience or Leadership experience in Human Service field.

Application Process:

Complete the *Internal Career Opportunity* form and attached to your updated resume and forward to the Human Resources Department for review. **Closing Date for applicants is March 5, 2019**

Abilities

Oral Comprehension/Expression ability to listen to and understand information and ideas presented through spoken words and sentences; communicate information and ideas in speaking so others will understand

Written Comprehension/Expression ability to read and understand information and ideas presented in writing; communicate information and ideas in writing so others will understand

Speech Clarity ability to speak clearly so others can understand you.

Deductive Reasoning ability to apply general rules to specific problems to produce answers that make sense.

Work Style

Individual must possess integrity, demonstrate initiative/attention to detail, dependable/reliable, ability to deal effectively with ambiguity and problem solve effectively; flexibility/adaptability

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 use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

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 essential duties. The noise level in the work environment is usually moderate.

I have received a copy of my job description and understand my job responsibilities.

Signature

Date