



Our Place Day Services, LLC

Opening Posted: 2/16/2018

Job Title: Ally/Program Assistant

FLSA Status: __Exempt __X__Non-Exempt

Job Summary:

- Provides direct support to members of the day services program through overseeing their program activities at the agency and in the community for the purpose of connecting members to their communities.

Job Responsibilities:

- Prepares material for and teaches classes to members and provides support to members during classes.
- Reviews member assessments and meets with supervisors about specific member support needs including any physical care needs or behavioral health concerns that need to be addressed so that each member is safe and has the best possible health.
- Provides direct personal care assistance to members as needed.
- Transports, supervises, and supports members to make connections with other community members at community events and activities primarily during the hours of 9:00am to 3:00pm or 8:00am-4:00pm, with some occasional afternoons, evenings, or weekend hours.
- Learns about the individual outcomes each member has and their learning style so each member can further advance toward meeting their hopes and dreams.
- Maintains a person-centered approach to supporting individuals with disabilities, partnering with them to develop relationships with others in the community.
- Sets a positive example for members by maintaining a professional appearance, a friendly demeanor, and using appropriate language and conduct.
- Follows ethical guidelines for supporting members by maintaining professional boundaries, protecting confidentiality and upholding member/client rights.
- Maintains good attendance and punctuality so that members receive the support they need.

- Retains accurate accounting of all hours worked or missed and records this in a timely manner on timecards.
- Maintains a neat work area.
- Redirects members and de-escalates situations that arise.
- Follows protocol when an emergency or crisis situation arises.
- Performs other related duties as assigned.

Job Qualifications:

- Minimal Education: High School Diploma or equivalent
- Preferred Experience: 1 year working with individuals with disabilities, preferred but not required
- Must be 18 years or older with a valid driver's license and proof of vehicle insurance, if transporting members is required
- Must pass Caregiver and Criminal Background Checks
- Must pass initial and random drug and alcohol screenings

Skills:

- Ability to prioritize
- Good oral communication skills, including ability to speak in front of a group
- Friendly demeanor and positive attitude
- Ability to stay calm during challenging situations
- Safe driving habits
- Ability to work with others in a team setting
- Punctuality and reliability
- Courteous manners
- Ability to serve as a community connector

**The agency reserves the right to add or change duties at any time.*