

## Adult Development Day Centers

Adult Development Day Treatment Centers strive to provide a "fun", safe, and structured environment wherein our participants can develop new skills, strengthen existing skills, and utilize those skills in their daily lives.

### Job Categories:

**ADDT Aide:** Work with the clients in a class setting implementing goals/activities in a motivating and encouraging manner. Aides must document daily progress and maintain records for medicaid billing. You must have a valid Arkansas Driver's license, current auto insurance, reliable transportation, a clean driving record, and a high school diploma or GED. You must be able to pass criminal background checks & maltreatment registry checks, pass CPR/1st aid certification, and pass a pre-employment drug screen.

**ADDT Bus Driver:** Responsible for transporting clients to and from the consumers home to the work center, inspect and maintain busses, complete medicaid transportation billing, and clean busses. You must have a valid Arkansas Driver's license, current auto insurance, reliable transportation, a clean driving record, and a high school diploma or GED. You must be able to pass criminal background checks & maltreatment registry checks, pass CPR/1st aid certification, and pass a pre-employment drug screen.

**ADDT Cook:** Responsible for preparing daily meals in the ADDT programs. Must follow nutritionist approved menus, order supplies weekly, and maintain a clean and orderly kitchen. You must have a valid Arkansas Driver's license, current auto insurance, reliable transportation, a clean driving record, and a high school diploma or GED. You must be able to pass criminal background checks & maltreatment registry checks, pass CPR/1st aid certification, and pass a pre-employment drug screen.

Position	Schedule	Location	Position #
ADDT Bus Driver	Monday- Friday 6a-8a & 1p-3p	Jonesboro	870 JH
ADDT Aide	Monday- Friday 7a-3p	Jonesboro	
ADDT Aide	Monday- Friday 7a-3p	Paragould	36 MH
ADDT Bus Driver	Monday- Friday 6a-8a & 1p-3p	Blytheville	227 RB

## Retail Stores / Donation Center

Abilities Unlimited thrift stores and Donation Center help us meet our mission by providing integrated job opportunities to the individuals we serve.

### Job Categories:

**Part Time Retail Worker Stores-** Assist in the daily operations of the clothes processing centersuch as handling, tagging, and sizing clothing. Maintain knowledge of current promotions. Receive payments, issue receipts, and count money in drawers. Must be able to stand on your feet for extended periods of time and be able to load racks of clothing on to trucks.

**Part Time Processing center-** Assist in the daily operations of the clothes processing centersuch as handling, tagging, and sizing clothing. Establish or identify prices of goods. Knowledge of clothing brands a plus. Must be able to stand on your feet for extended periods of time and be able to load racks of clothing on to trucks.

To be eligible for employment in the AUI Stores or Donation Center you must meet the following requirements:

- Have a valid Arkansas Drivers License
- Have a clean driving record
- Have reliable transportation
- Have current auto insurance
- Be able to pass a pre-employment drug screening

Position	Schedule	Location	Position #
Part Time Retail Worker	Monday, Wednesday, Saturday 9a-5p, Tuesday, Friday 12p-5p	Jonesboro	
Part Time Retail Worker	Monday, Wednesday, Thursday, Saturday 8:30a-5p	Jonesboro	