

# C.E.R.T.S., Inc.

## POSITION DESCRIPTION

POSITION TITLE: Program Associate  
DEPARTMENT:  
CLASSIFICATION: Hourly/Non-Exempt

Position Reports To: Program Specialist  
POSITION (S) SUPERVISED: None

### POSITION PURPOSE -

#### ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Assists in implementing daily program and individual activities for each participant
2. Prepares the physical environment for the daily activities, including gathering necessary materials for all activities.
3. Assists participants in meeting their physical needs. This includes toileting and personal hygiene, dressing, feeding, positioning and transferring using support equipment.
4. Performs routine paperwork and recordkeeping tasks in a legible manner
5. Maintains an orderly, clean, healthy program environment; assisting to clean furniture, material and program equipment as needed and directed by program specialist
6. Plans community outings and supports individuals during such trips, including driving the van
7. Works cooperatively with all program members, participants and their families, and all other staff to maintain positive relationships
8. Assists to provide MOVE@ activities and skill practice to participants throughout the day.
9. Misc. duties as assigned

#### Additional Skills and Commitment:

- Promotes participants' feelings of dignity, security and self worth
- Promotes a safe, healthy and cooperative environment, focused on TEAMWORK.
- Demonstrates a commitment to excellence in all aspects of the Adult Action Center
- Supports and adheres to ethical codes of conduct and agency policies and procedures.
- Is compliant with state training requirements and able to attend C.E.R.T.S., Inc. in-service and other required training sessions as mandated (e.g. must complete MOVE basic provider training within one year of hire).
- Demonstrates professionalism on the job at all times.
- Effectively represents the agency when off-site (at seminars or trainings) on behalf of C.E.R.T.S., Inc.

#### EDUCATION/EXPERIENCE

- One year of experience working with individuals with disabilities
- Physically able to lift up to 50 lbs. (in order to lift and maneuver participants)
- High School diploma required, some college experience or certified training preferred
- Valid Driver's License
- Able to effectively conduct developmental activities with participants
- Experience or willingness to learn non-verbal communications, computer technology and the use of specialized equipment for the same
- Must pass criminal background check, Adult and Child Abuse Registry check, employment reference check and PPD (TB) test

#### WORKING CONDITIONS

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 mechanical parts. The noise level in the work environment is usually moderate. To ensure safe working conditions, personal protection equipment (PPE) required for this position includes: hand protection; eye protection when handling material; any other PPE that can reduce the possibility of injury.

#### INTENT AND FUNCTION OF POSITION DESCRIPTION

Position descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Supervisors may assign additional functions and requirements as deemed appropriate.

Position descriptions are not intended as and do not create employment contracts. C.E.R.T.S. maintains its status as an at-will employer.

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EMPLOYEE NAME

DATE

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EMPLOYEE SIGNATURE