

C.E.R.T.S.

POSITION DESCRIPTION – PROGRAM ASSOCIATE

CLASSIFICATION: Hourly/Non-Exempt

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Assists in implementing daily program and individualized activities for each participant, using AT devices and hand-over-hand skills to promote maximum participant engagement.
2. Prepares the physical environment for the daily activities, including gathering necessary materials for all activities.
3. Safely assists participants in meeting their physical needs. This includes toileting and personal hygiene, dressing, feeding, lifting, positioning and transferring, with or without the use of support equipment.
4. Performs routine paperwork and recordkeeping tasks in a timely and legible manner.
5. Maintains an orderly, clean, healthy program environment; assisting to clean furniture, material and equipment as needed/directed. Completes chores as assigned.
6. Plans and executes community outings, supports individuals during such trips, including driving the van. Ensures participant badges and medications (as required) are taken on the outing and returned afterward.
7. Works cooperatively with all participants, family members, contractors, vendors, visitors and other staff.
8. Uses MOVE® skills to provide participants with appropriate activities and skill practice throughout the day.
9. Regular, reliable attendance.
10. Misc. duties as assigned

ADDITIONAL SKILLS AND COMMITMENT

- Promotes participants' feelings of dignity, security and self-worth.
 - Effectively conducts developmental activities with participants. Engages participants throughout the day in conversation and activities.
 - Promotes a safe, healthy and cooperative environment, focused on TEAMWORK, not cliques.
 - Must have a commitment to excellence in all aspects of the job as Program Associate. No short cuts allowed; none to be demonstrated to new staff. Must demonstrate professionalism on the job at all times and maintain appropriate discretion.
 - 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. in-service and other required training sessions as mandated (e.g. must complete MOVE basic provider training within one year of hire).
 - Professionally represents C.E.R.T.S. at all times, including but not limited to offsite activities such as community outings, trainings, and/or work events. This includes professional behavior, attire, and conversation.
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EDUCATION/EXPERIENCE

- One year of experience working with individuals with disabilities.
- High School diploma required, some college experience or certified training preferred.
- Experience/willingness to learn non-verbal communications, assistive technology & use of specialized equipment for same.

REQUIREMENTS – minimum standards in order to be hired by C.E.R.T.S. Signature below indicates an understanding that inability to meet these standards makes one ineligible for hire.

- Physically able to lift 140 lb. individual with two-person manual lift. Must pass HPE/Physical to confirm capability.
- Valid Driver's License – must provide DMV record and pass DDDS standards to drive van on outings with participants.
- Must pass a variety of pre-employment checks including, but not limited to, drug test, PPD test, criminal background check, reference check and OIG, Adult & Child Abuse Registry checks.

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.