



EAGLES Assist Staff

SEASPAR

Contact Name: Dawn Krawiec

Contact E-mail: dkrawiec@seaspar.org

Contact Phone: 630.960.7608

Closing Date: 2018-01-03

Salary: \$12.00 - \$15.00/hour

Description:

EAGLES is a community-based program that incorporates therapeutic recreation to help adults with disabilities Enhance Adult Growth through Lifestyle Education and Service. This program emphasizes leisure independence, community outings and social interactions with peers. The EAGLES Assist Staff is responsible for assisting with the EAGLES Program. This includes providing a safe, learning environment for the participants and staff, assisting the Manager and Site Director with program planning and lesson plans, and purchasing supplies.

Position Qualifications:

- High School Diploma required; college degree preferred.
- Two years direct experience working with individuals with disabilities preferred.
- Valid Driver's License, CDL, CPR/First Aid, CPI/Conflict Resolution. Must have these certifications or be able to obtain within six months.
- 21 years of age or older and able to perform the job functions independently of others.
- Availability to commit to work Monday, Wednesday, Friday or Tuesday, Thursday from approximately 8:45 a.m. – 3:15 p.m. year round with some holiday breaks.

Key Responsibilities:

- Assist Day Program Manager and EAGLES Site Director in the development, planning, and implementation of daily activities for EAGLES participants.
- Successfully work with Full-Time staff, EAGLES Site Director and other Assistants, volunteers, parents, community partners, member entity staff, and individuals with special needs.
- Discuss and concerns and issues with EAGLES Manager.
- Participate and supervise in all planned activities.
- Know the physical, mental, and medical limitations of all participants; be prepared to provide appropriate attention to all participants in all situations.
- Ensure safety factors relative to program and participant needs.
- Know and use proper disciplinary techniques; provide behavior management when necessary.
- Be available to listen to parental concerns and answer questions on behalf of SEASPAR or refer questions to administrative staff.
- Create some lesson plans which include appropriate activities, contacts, and timelines.
- Ensure that the facility/program site as well as any equipment is properly maintained.

- Read, understand, and abide by all SEASPAR policies and procedures.

Marginal Responsibilities:

- Motivate staff and participants to initiate success. Be flexible to change when considering their needs.
- Act as an advocate for the participant when necessary.
- Provide behavior management when necessary.
- Be dependable and punctual.
- Encourage participation and development of friendships with other participants in the program.
- Gathering, loading, transporting, and setting up equipment if necessary