



EAGLES Support Staff - Brookfield **SEASPAR**

Contact Name: Shannon Tovey , Human Resources Manager

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Closing Date:

Salary: Based on Qualifications

Description:

Classification: Part-time

Supervised by: Adult Day Program Manager EAGLES

Position Status: Permanent Part Time

Fair Labor Standards Act: Non-Exempt

Hours: Monday, Tuesday & Wednesday, 8:45 a.m. – 3:15 p.m.

Location: Brookfield Municipal Building, 8820 Brookfield Ave, Brookfield, IL 60513

Summary: The EAGLES Support Staff is responsible for assisting with the EAGLES Adult Day Program. This includes providing a safe learning environment for the participants and staff, assisting the EAGLES Manager and Site Director with program planning, 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 and CPR/First Aid certification or ability 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 working year-round with holiday breaks.

Key Responsibilities:

- Assist EAGLES Manager in the development, planning, and implementation of daily activities.
- Successfully work with full-time staff, EAGLES Site Director and other Support Staff, volunteers, parents, community partners, member entity staff, and individuals with special needs.
- Discuss any concerns and issues with EAGLES Manager.
- Participate and supervise in all planned activities.
- Be familiar with 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 the program and participant needs.
- Understand 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 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:

- Be dependable and punctual.
- Motivate staff and participants to initiate success. Be flexible to change when considering their needs.
- Act as an advocate for the participants when necessary.
- Provide behavior management when necessary.
- Encourage participation and development of friendships with other participants in the program.
- Lift, transport, and set up equipment if necessary.
- Perform other job-related duties as assigned.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Worker Traits:** Demonstration of enthusiasm, strong interpersonal skills, communication skills, and the ability to work effectively with people with disabilities, SEASPAR staff, SEASPAR member entity staff, parents/guardians, participants, and community groups, as well as members of the general public.
- **Safety and Security:** Use good safety awareness and judgment and always follow SEASPAR policies; report potentially unsafe conditions; use equipment following manufacturer safety instructions; follow agency ergonomic policies and procedures.
- **Problem Solving:** Identify and appropriately resolve problems in a timely manner; gather and analyze information skillfully, develop alternative solutions; work well in group problem solving situations; use reason even when dealing with emotional topics.
- **Interpersonal Skills:** Apply appropriate conflict management skills; maintain confidentiality; listen to others without interrupting; keep emotions under control; remain open to others' ideas; try new things.
- **Oral Communication/Language Skills:** Speak clearly and effectively in all situations; listen and ask for clarification from supervisor if needed; respond appropriately to questions; read and interpret all necessary agency documents.
- **Written Communication:** Write clearly and informatively; edit work for spelling and grammar; be able to interpret written information; present clear, legible handwriting for all SEASPAR forms and documents.
- **Judgment/Reasoning Ability:** Exhibit sound and accurate judgment when making all program-related decisions; include appropriate people in the decision-making process.
- **Professionalism:** Approach others in a tactful manner and react well under pressure; treat others with respect and consideration; accept responsibility for own actions; follow through on commitments.
- **Adaptability:** Adapt to changes in the work environment; manage competing demands; change approach or method as necessary; deal with occasional changes, delays, unexpected events, or program cancellations.

- Attendance/Punctuality: Demonstrate consistent attendance and on-time arrival; ensure responsibilities are covered when absent; arrive at meetings, in-services, and trainings on time.
- Dependability: Follow instructions, respond to management direction; take responsibility for own actions; keep commitments; commit to long hours of work when necessary; complete tasks on time.
- Leadership: Lead participants to have successful recreation experiences; demonstrate positive interactions with other staff members, individuals with disabilities, and parents/guardians; enlist the support of others to accomplish a common task.
- Adaptability: Adapt activities based on the skill level and needs of each participant to encourage appropriate participation on a regular basis.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the key responsibilities. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is required to stand and walk. The employee must occasionally lift and/or transfer up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at SEASPAR, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, pregnancy, marital status, genetic information, or any other protected characteristic as established by applicable law.

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