



Program Assistant - Adult Day Programming

Northern Suburban Special Recreation Association

Contact Name:

Contact E-mail: hr@nssra.org

Contact Phone:

Closing Date: 2022-06-02

Salary: \$16.00 to \$19.00 per hour

Description:

Area of Concentration: Adult Day Programming

(Part-Time, Non-Exempt)

At NSSRA, we believe that everyone deserves the chance to play. Formed in 1970 with that goal in mind, we were the first Special Recreation Association in the country, offering programs and services for children, teens, and adults with disabilities. We are similar to a park district; however, we only serve residents in our partner communities with special needs.

ABOUT THE JOB

NSSRA provides Adult Day Programming for individuals with disabilities age 22 and older. NSSRA's Adult Day Program, ELA, was created to enhance the quality of life and offer well-rounded daytime programming options for adults with disabilities while providing a flexible schedule for families. ELA's core areas are Independent Living & Continuing Education, Communication & Socialization, Recreation & Leisure and Community Integration.

Program Assistants are responsible for working with adults with disabilities in daily recreation programs. This includes providing hands-on support for program activities, to lifting and transferring and assisting with activities of daily living. Program Assistants are dedicated individuals who demonstrate creativity, enthusiasm, and initiative. Becoming a Program Assistant is a great way to contribute your talents, learn new job skills and build meaningful relationships. In this role, you are responsible for the following tasks:

- Actively engage and supervise individuals with disabilities.
- Ensure the safety of participants during recreation events, transportation, transition times, etc.
- Communicate professionally and consistently with participants, parents, fellow staff and the general public when needed.
- Submit timely reports, evaluations, and time sheets, maintaining accurate and complete records.
- Fulfill other duties as assigned.

ABOUT YOU

- To be an Adult Day Program Assistant you must be 18 years of age or older.

- It is preferred that applicants have or are working towards a degree from an accredited university in Therapeutic Recreation or related field. Equivalent experience working with individuals with disabilities may be substituted.
- Certification in CPR and First Aid must be obtained within the first three months of employment.

THE FINE PRINT

Program Assistants are required to complete an annual driver record verification, physical and lift assessment.

This is a part-time, year-round position. Three positions are available: 2 days per week (Tuesday & Thursday), 3 days per week (Monday, Wednesday & Friday) or 5 days per week (Monday Through Friday). Hours are 8:30 am - 3:30 pm. When committing to work the program you must be able to work all scheduled days and attend all required meetings. Reliable transportation is required to ensure attendance at all scheduled programs.

Pay is \$16.00 to \$19.00 per hour, dependent on qualifications. A limited benefit package is available for the 5 day per week position which includes: vacation days, paid holidays, defined pension plan and wellness program.

JOIN THE TEAM Complete an online application at www.nssra.org/jobs to schedule an interview.

The position is open until filled. Please apply early as recruiting and interviewing will begin immediately.

NSSRA is an Equal Opportunity Employer.