

Hope Christian Services seeks an Adult Program Instructor Assistant to join our dynamic team! New graduates are welcome to apply.

- Benefits: PTO, Sick Days, Extended Illness, FMLA
- Tuition Reimbursement up to \$4,800 a year or \$2,400 per semester
- Healthcare, Dental, and Vision: HCS covers up to 90% of healthcare benefits
- Great work environment: Clean and modern classrooms + low participants-to-staff ratio
- Shifts: 8am – 4pm Monday – Friday

Join us and become part of a team dedicated to making a meaningful impact!

Title: Adult Program Instructor Assistant

Department: Possibility Center

Reports To: Assistant Director of Adult Program

Job Summary: Assist each individual to participate in adapted, age-appropriate activities of his/her choice. Work closely with the instructor to bring activities to light.

Job Qualifications:

- High School diploma or equivalent required.
- Must be 18 years of age.
- One year working with individuals with developmental disabilities preferred.
- Ability to lift residents weighing up to thirty-five pounds independently, assist in 2-person lifts, and utilize positioning equipment as needed.
- Valid driver's license in state of residence with no more than 5 points.
- Attend all required HCS orientation and in-services, and College of Direct Supports trainings. CPR and First Aid.
- Must read, write, and speak English with excellent written and verbal skills.
- Must submit to a criminal background check and be determined to be not disqualified by the Department of Human Services prior to hire.
- Shall submit to drug testing prior to employment as well as randomly and for cause.
- Must agree to have their name checked against the Central Registry of Offenders Against Individuals with Developmental Disabilities and Child Abuse Registry Information.

Job Responsibilities:

- Provide atmosphere that maintains the safety, health, dignity, and well-being of residents.
- Document progress for residents on a daily basis through Therap
- Follow daily schedule of activities.

- Drive vans.
- Take residents on Community Outings and assist as scheduled.
- Assist resident as needed in any intervention of the day.
- Assist in personal hygiene, toileting, and at meal times as needed or requested.
- Cooperate with HCS and the licensee and Department of Human Service staff in any inspection, inquiry, or investigation.
- Consult with supervisor on status of residents.
- Consult with supervisor regarding personnel issues.
- All other duties as assigned.