**POSITION SUMMARY:**

The College for Living Program Assistant will support and assist the College for Living Program Administrator and the Life Skills Mentors in the daily running of the CFL program. The Program Assistant will engage in program development activities with the guidance of the Program Administrator while also supporting the Life Skills Mentors during instructional time.

**QUALIFICATIONS:**

* At least 21 years of age
* Degree in a related field or 2 years of experience with adults who have intellectual disabilities
* A good working knowledge of computers and Microsoft Office required
* Must be able to work independently, take initiative, and be self-motivated
* Valid driver’s license and car insurance required
* Good communication (written and verbal) skills
* Good organizational skills and adherence to deadlines
* Demonstration of understanding and commitment to the philosophical tenets of community-based services

**PREFERRED SKILLS**

* Familiarity with social media platforms
* Proficiency with website editing and management
* Knowledge of Canva or other graphic design program
* Public speaking skills and/or experience teaching individuals with IDD

**EMPLOYMENT EXPECTATIONS:**

* Dependability
* Maintain clear and accurate records
* Compliance with operational and personnel policies
* Advocate for the rights of students
* Ensure the health, safety, and welfare of students
* Respect for others
* Willingness to learn
* Attend meetings and trainings as required
* Commitment to the mission of Day Spring
* Conduct self-according to the organization’s expectations of professionalism and confidentiality
* Assist and cooperate with the family member requests
* Ensure a safe, clean, and comfortable living situation

**RESPONSIBILITIES:**

**Development Liaison: 20-30 hours a week**

* Attend community events and deliver offsite presentations in coordination with the Program Administrator
* Engage with community members regarding program information, tours, and other opportunities.
* Assists with the design of printed materials.
* Assists in the planning and execution of special events, including but not limited to: resident gatherings, friends and family nights and preview days.
* Spearheads website management
* Contributes to social media and marketing platforms and their content with oversight by the Program Administrator.
* Prepares and delivers compelling and informative monthly and quarterly email marketing newsletters

**Life Skills Mentor Assistance: 10-20 hours a week**

* Supervise and train College for Living students with the goal of decreasing dependence, increasing self-reliance and fostering an awareness of available community-based resources and natural supports.
* Provides independent living skills instruction to assigned students while evaluating student’s needs and tailors instruction accordingly.
* Responsible for coaching and mentoring individual students.
* Modifies instructional efforts according to student needs.
* Develop lesson plans and lead classes in life skills educational courses and activities. Models appropriate use of resources.
* Understand and provide input into each student’s identified Life Skills Development Program
* Provide services to each College for Living student that support the goals identified in the individual’s Life Skills Development Program
* Monitor physical well being of College for Living students, reporting needs to the College for Living Program Administrator as they occur.
* Assist students in planning and implementing daily schedules.
* Provide support to student transportation, purchasing, and finances with the goal of maximum independence.
* Completes program required documentation on educational sessions. Actively details observations and/or concerns related to progress and wellness.
* Ensure safe living conditions.
* Empower students to be self-advocates with the consultation of involved parties.
* Serve as liaison with students’ families, as needed
* Under the direction of management staff, operate the residences and provide services in accordance with established Day Spring Community Living policies, KY licensure, HUD guidelines, and Best Practices.
* Offer help and guidance with dispute resolution and problem-solving.
* Participate in on-call responsibilities for the College for Living, on an as-needed basis
* Perform other duties in support of the College for Living students, as assigned.

**PHYSICAL DEMANDS OF THE PROGRAM ASSISTANT:**

1. Be healthy and physically fit including the physical requirements of lifting individuals, standing for long periods, crouching, twisting/turning, weight bearing, walking and other physical activities as required.

2. Be able to lift up to 50 pounds.

3. Exhibit abilities to see, hear and communicate with individuals under their care.

4. Must possess a valid driver’s license to operate and drive a vehicle.

**WORK ENVIROMENT FOR THE PROGRAM ASSISTANT**:

Work is normally performed in an office or residential facility.

While performing the responsibilities of the Program Assistant’s Job, these working environment characteristics are representative of the environment the Program Assistant will encounter:

* The employee is normally exposed to moving mechanical parts and vehicles; the noise level in the work environment is usually quiet to moderate. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the Program Assistant’s job. Typical work duties can vary depending upon different scenarios, however in most cases, the Program Assistant will be responsible for the daily care of the participants. This can include cooking, cleaning, working on the computer, updating records, providing emotional support, and resident education.
* It may require longer work days and varied schedules, or have on call duty. They may have to work nights, weekends or even over the holidays.
* Additionally, the Program Assistant will need to protect themselves from possible work-related hazards, during the course of resident care, since they may be exposed to infectious diseases, body fluids, radiation, chemicals, etc.