**POSITION SUMMARY:**

The Life Enrichment Program Assistant is responsible for the planning, coordinating, and implementing of monthly resident activities at both campus locations to ensure well-rounded programming. The Life Enrichment Program Assistant will complete general administrative tasks by supporting the Program Manager in overseeing daily operations and providing supervision of Direct Support Professionals on weekends when on call. The Life Enrichment Program Assistant is an hourly full-time benefited position supervised by the Program Manager.

**COMPENSATION:**

This is an hourly paid position beginning at $17.00-$18.00 per hour and is determined based on years of relevant experience. There is a $1.00 additional weekend shift differential and additional compensation for on-call opportunities. A lucrative vacation and sick time package, along with employee benefits are available.

**QUALIFICATIONS:**

* At least 21 years of age
* Degree in a related field or 2 years of experience with adults who have intellectual disabilities
* Activities planning experience preferred
* 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 required
* Good communication (written and verbal) skills
* Demonstration of understanding and commitment to the philosophical tenets of community based services

**EMPLOYMENT EXPECTATIONS:**

* Dependability
* Time management and organizational skills
* Maintain clear and accurate records
* Compliance with operational and personnel policies
* Advocate for the rights of participants
* Ensure the health, safety, and welfare of participants
* Respect for others
* General understanding of SCL Regulations or willingness to learn
* Attend meetings and trainings as required
* Commitment to the mission of Day Spring Community Living
* Complete supervisory training modules on CDS within 6 months of hire date
* 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:**

* Plan monthly resident activities calendars for both campuses to ensure well-round opportunities and life-enhancing programming
* Coordinate with the development department with Arts & Wellness initiatives
* Track results of resident participation in activities
* Perform other administrative duties:
* Ensure that participant POCs’, BSPs’, and medical protocols are fully implemented and monitored
* Provide direct care as scheduled and cover shifts as needed
* Maintain participant residential/medical records
* Assist with on-call duties
* Complete Incident Reports as required
* Assist with emergency preparedness drills
* Assist with grocery shopping duties
* Provide Supervision of Direct Support Professionals when on call
* Assist with staff development and training
* Assist with medical appointments, POC, SIS, and other meetings as needed
* Monitor appointment schedules to ensure transportation and communication with day program/work place
* Daily review of MARS to ensure medication administration procedures are followed
* Assist with managing participant funds
* Submit work orders for maintenance issues
* Ensure that all SCL compliance requirements are being followed
* Assist with preparing and maintaining Direct Support Professional’s schedules
* Report concerns to Program Manager
* Other duties 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 administering medication, 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.