Program Assistant
Activity Center—Sedalia
Full time
One on One position

SUMMARY : Actively and efficiently trains individuals according to the individual plan as assigned using special training groups as needed. Completes pertinent documentation as directed in a timely manner, including Individual Plan monitoring, incident reports, daily notes on consumers, 30 day reviews and quarterly reviews. Ability to provide transportation and perform personal care for consumers.

QUALIFICATIONS : High School Diploma or GED,

- Excellent interpersonal and communication skills,
- Good bookkeeping and documentation skills,
- Prefer experience providing services for people with disabilities,
- Must acquire/maintain a Class E Chauffeurs license.
- Computer experience helpful.

We invite you to mail a resume to
The Center for Human Services,
1500 Ewing Drive, Sedalia, MO 65301
For questions, please call 660.826.4401 x 1382
or e-mail bwilliams@chs-mo.org
www.chs-mo.org

EOE: M, F, V, D