VACANCY
ANNOUNCEMENT

POSTING NUMBER: 60-10
OPENING DATE: February 10, 2010
CLOSING DATE: Until Filled
POSTING STATUS: Part time- 10 hours per week
3pm-5pm daily- Mon-Fri

Program Assistant
Marshall

SUMMARY: Responsible for providing instruction and support to persons with disabilities in a home setting for the purpose of achieving personal goals and a greater level of independence in the community. Provides instruction and assists where necessary with all aspects of independent living, community access, self-care, socialization and health and safety skills. Promotes self-growth through the implementation of an Individual Planning process.

QUALIFICATIONS:
High School Diploma or GED,
Good interpersonal and organizational skills,
Ability to make sound judgement decisions,
Ability to work with multi-disciplinary approach and carry out written and oral directions, and
Must acquire/maintain a Class E Chauffeurs License.

If you are interested in this position, please apply through self-service and forward a current resume to the Human Resources.

It is the responsibility of the employee to contact the Human Resources Office by the closing date of this posting. Request received after the closing date or not routed through the Human Resources Office will not be considered for the position.

EEO - M, F, V, D