

FAMILY SERVICE

JOB POSTING FORM

DATE: July 19, 2010

PROGRAM: Challenge Grant

JOB TITLE: Consumer Assistant 35 hours a week
Day's and hours vary based on consumers' needs

QUALIFICATIONS: High School Diploma
One year working with the Developmentally Disabled or related field
Must be at least 18 years of age or older
Possession of a valid New Jersey driver's license
Must have basic computer skills (Microsoft Word)

COMPETENCIES: Ability to communicate effectively with co-workers and consumers.
Maintain the highest level of confidentiality.

RESPONSIBILITIES: Under the supervision of the Program Director, the Consumer Assistant is responsible for providing therapeutic group activities for consumers, including therapy groups, socialization groups and recreational activities, including but not limited to:

- Provide community supports for 5 consumers
- Maintain consumer records, including progress notes, and all other record-keeping as required by Agency policies and DDD;
- Develop and implement treatment plan;
- Coordinate and maintain weekly activity schedule;
- Assist with all medical appointments;
- Be available to consumer and staff on a 24-hour basis during emergencies;
- Responsible for safety and well-being of consumer during all scheduled activities and community outings;
- Work collaboratively with Program Supervisor

BENEFITS: Eligible for full Health Benefits, Dental Benefits, Life/AD&D Insurance, Vision and participation in our 403(b) plan.

PERSON TO CONTACT: Andrea Clarke, Program Director
(609) 265-2047 or ext 246

Family Service considers applicants for all positions without regard to: race; color; religion; sex; national origin; age; sexual orientation; marital or veteran status; the presence of a medical condition, or handicap, unrelated to performing the tasks of the job; or any other legally protected status.