

FAMILY SERVICE

JOB POSTING FORM

DATE: July 26, 2010

PROGRAM: Pat LeBon Day Program

JOB TITLE: Consumer Assistant

SCHEDULE AVAILABLE: Monday thru Friday 9am to 4pm

QUALIFICATIONS: High School Diploma
One year experience 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)

RESPONSIBILITIES: Under the supervision of the 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:

- Work as a 1:1;
- 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 daily activity schedule;
- Assist with employment contracts on a daily basis;
- Be available to consumer and staff on a 24-hour basis during emergencies;
- Develop and implement an activity schedule on a weekly basis;
- Responsible for safety and well-being of consumer during all scheduled activities and community outings;
- If consumer is out fill in when needed
- Work collaboratively with Program Director

PERSON TO CONTACT: Andrea Clarke, Director – Email: AndreaC@famserv.org

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.