

**CHILEDA INSTITUTE
JOB DESCRIPTION**

JOB TITLE: Program Assistant

QUALIFICATIONS:

- Must possess a High School diploma or educational equivalent.
- Must be at least 18 years of age.
- Must possess the ability and emotional stability to carry out all assigned duties.
- Must demonstrate behavioral skills and judgment conducive to role modeling appropriate skills for students.
- Experience working with individuals with developmental disabilities is preferred.

HOURS OF DUTY:

SHIFT	FULL TIME HOURS	PART TIME HOURS
1 ST	7:30am-4:00pm, 11:30a-8p	8:30am-3:30pm
2 ND	3:30pm-12am	3:30/4:00pm- 9pm/12am
3 RD	12am-8:30am	12am-7:30am

RESPONSIBLE TO: Primary: Program Manager, House Manager
Secondary: Shift Leader on duty in assigned house, Classroom teacher

WORKERS SUPERVISED: None

TYPICAL PHYSICAL DEMANDS: Frequent physical interaction with students in fulfilling self-care, behavioral interventions, and educational and recreational programs. Position involves implementing all aspects of Nonviolent Physical Crisis Intervention (CPI) including blocking, grab releases, physical transport, and physical restraint, as well as lifting and carrying students. Employee must be able to perform all essential functions without direct risk of harm to others or themselves.

SUMMARY: Provision of comprehensive educational, recreational, and residential care, including assistance with activities of daily living (ADLs), social skills development, and verbal and physical behavioral interventions for children and young adults with special needs including Autism, Traumatic Brain Injury (TBI), Attachment Challenges, related developmental delays, and intensive behavioral needs.

ESSENTIAL FUNCTIONS: See attached physical essential functions that are required to perform job.

Attendance

- Demonstration of attendance and punctuality as per Chileda policy.

Behavioral Intervention

- Demonstrate knowledge of each individual Positive Behavior Support Plan (PBSP) for assigned students; demonstrate the ability to consistently and competently implement PBSPs with all assigned students.
- Actively provide feedback regarding the PBSP to the Treatment and Core Teams, including Shift Leaders, Shift Managers, Case Managers, Teachers, and Medical Staff. Follow appropriate channels for program change.

Training

- Attend a minimum of 24 hours of training annually, including both Standard Precautions and Crisis Prevention Institute training annually. Attend all required in-services within defined time limits.
- Attend Behavior Program In-services quarterly for assigned students.
- Communicate training needs to direct supervisor and/or Director of Training.
- Demonstrate training concepts in daily routine at Chileda.
- Actively improve training through feedback to training facilitators and the Director of Training.

General Skills

- Recognize, take immediate action when necessary, and report unsafe conditions.
- Read Morning Updates, Core Team Minutes, program updates and other information as directed by supervisor.
- Accurately record all required data within required timeframes of an occurrence including, but not limited to, behavioral data, treatment and educational goals, shift summary logs, seizure records, Incident Reports, and Emergency Interventions.

- Know, understand, and follow all safety and emergency procedures. Participate in drills and other training procedures.
- Know, understand, and follow all Policies in the Employee Handbook.

Working with Co-Workers

- Work collaboratively with co-workers throughout the organization in a respectful and positive manner.
- Communicate with co-workers throughout the organization in a respectful and positive manner.
- Follow supervisory direction in a timely, positive, and professional manner.

Working with Students/Residents

- Communicate with and about students in a respectful, positive, and age-appropriate manner.
- Read, understand, and implement Individual Education Plan (IEP) and Treatment Plan goals.
- Implement and understand all programs as written and described in assigned students' programs.
- Support and assist students to achieve proper hygiene, including the use of physical assistance as necessary with intimate self-cares such as bathing and toileting.
- Know and support students' social roles.
- Be able to use sign language and other communication resources whenever communicating with an individual who uses sign language or another means of communication.
- Utilize TEACCH, Picture Exchange Communication System (PECS), Communication Boards/Books and other communication devices with students who use these resources.
- Help students become more independent in all facets of life.
- Continually encourage and support students to achieve their goals through appropriate, consistent and patient prompting.
- Supervise students as required within their treatment plan.

Field Specific Skills and Programs

- Be knowledgeable of medical concerns and advocate for the medical needs of the students.
- Demonstrate an understanding of the benefits of Proactive Behavior Measures including redirection.
- Read, understand, support, and advocate for Rights of the students/residents.
- Be an overall positive role model for students at Chileda.

Other

- Other duties as directed by supervisory/lead, professional, or administrative personnel.

Received By:

Employee Signature

Date

Employee Name (Please Print)