

**Position Title:** Program Assistant

**Position Summary:** The Program Assistant provides training and care, as described in *Individual Program Plans*, to persons served by ProWorks; the Production Assistant is directly responsible to ProWorks' Instructors.

**Beginning Wage:** \$6.75 per hour

**Responsibilities and Essential Functions:**

- 1) Regular attendance is required.
- 2) Participates in the development and implementation of program curriculum in line with *Individual Program Plans*; and assists in the collection and report of baseline and/or operant level data on target behaviors; provides a positive role model for persons served by ProWorks.
- 3) Assist persons upon arrival as assigned; remove seatbelts and tie downs; provide support, as needed, when person leaves vehicle; carry person's belongings and assist with doors as needed; assist with removal and storage of outerwear; assist with direction or redirection to scheduled activities
- 4) Assist persons upon departure as assigned; assist with locating and dressing of outerwear; carry person's belongings and assist with doors as needed; provide support, as needed, when person enters vehicle
- 5) Assist persons (male and female) with bathroom and other personal hygiene needs (this assistance may require a one-person transfer to or from a wheelchair, diaper change or a complete change of clothing and any additional clean up as needed).
- 6) Implementation and documentation of therapy programs as developed by a physician, nurse, psychologist, speech pathologist, occupational and/or physical therapist.
- 7) Assist persons with meals and snacks, as needed; this may involve food preparation, feeding (may require standard utensils, or adaptive equipment ) and clean up as needed.
- 8) Assist persons with mobility difficulties between program areas and in community locations; attend to seizures and other medical emergencies as necessary.
- 9) Assist in preparing work area; supply workers with materials; supervise workers; provide quality checks of finished product and correct work errors as needed; remove finished product from work area and package in master boxes (when available); stack finished product (in master boxes or individually) on pallet and wrap; when stacking pallets, boxes (up to 50 lbs) may be lifted up to 6'; Keep work areas organized and clean.
- 10) May be required to complete parts of a work contract that "workers" are not able to do satisfactorily or timeline does not allow.

11) Maintain accurate count of each “workers” completed product and record on individual time cards.

12) Transfer work materials or program equipment within ProWorks’ primary site, or to and from the garage or warehouse; this could involve lifting and carrying boxes or bundles (approximately 50 lbs) over a distance of several feet.

13) Assist in maintaining program/work areas and materials; this may involve cleaning bathrooms, vacuuming carpets, dusting, sweeping and mopping floors, cleaning windows and mirrors, keep sidewalks clear of hazards, launder wash cloths, dish cloths, bibs, etc.

14) Attend staff meetings and in-services as required (Thursdays).

15) Maintains a working knowledge of and practices adherence to all written and unwritten ProWorks policies and procedures, MnDHS “Consolidated” Rule, Minnesota Vulnerable Adult Statutes and Rule and other applicable Federal, State, County and City laws, standards, ordinances, practices or rules.

16) ProWorks provides training and assistance to persons with developmental disabilities; it is imperative that an Instructor is able to meet all known or yet to be discovered needs of individuals’ receiving services, and with this purpose in mind, it is furthermore required that instructors possess an exceptional ability to relate to people, counsel and problem solve for individuals requiring such assistance; a program assistant must be physically and emotionally capable of placing a manual restraint on a person whose behavior presents an endangerment to them self or others. \*Note: this requirement is actually a qualification that cannot be readily observed or quantified, and yet this requirement also represents an “essential function” of the Program Assistant’s position.

**Qualifications:**

- 1) High School Diploma
- 2) Must speak, read and write “fluent” English
- 3) MN Class C Driver’s license and an “acceptable” Motor Vehicle Record (MVR)
- 4) American Red Cross Standard First Aid Certification
- 5) American Heart Association Basic Rescuer Certification