

**POSITION TITLE:**

**PROGRAM AIDE**

**MINIMUM  
QUALIFICATIONS:**

High school diploma. Some experience within the human services or health care field preferred. Ability to physically transfer/lift individuals utilizing proper techniques to ensure safety. Must have a valid driver's license.

**SUPERVISOR:**

Program Director

**SUMMARY:**

The Program Aide provides assistance in the implementation of individual support plans for individuals with developmental disabilities in the Access Center and/or community.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Supervision of all members throughout the day to ensure their health and safety
- Maintain a safe, sanitary, and organized environment for members
- Assist (to the degree necessary) members with personal care and hygiene
- Work with staff to implement training programs as outlined with the I.S.P. for assigned individuals
- Lifting and transferring of members when necessary
- Documentation of incidents and other necessary agency documentation
- Communicate with Program Director, Program Coordinator frequently to share information and resolve consumer issues
- Work with other staff to share ideas, seek assistance, and implement training programs
- Expedient documentation of incidents and other necessary documentation
- Lifting and transferring of individuals when necessary
- Regular attendance is required.

**ADDITIONAL RESPONSIBILITIES:**

- Other assigned duties as required by supervisor

The demands described below are representative of those actions and abilities utilized by the employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties and responsibilities.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to stand, walk, sit; use hands to finger; handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee on occasion may be asked to taste or smell. In an emergency situation, the employee may be asked to physical hold/restrain a person with aggressive and/or self-injurious behaviors. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Additionally, the employee occasionally will be required to push a wheelchair containing a person in excess of 100 pounds.

**LANGUAGE SKILLS:**

The employee must be able to read and understand documents such as policies and procedures, regulations, and operating instructions. Writing daily notes, incident reports, and other essential documentation is required. Must be able to utilize a total communication approach. The employee will be required to communicate effectively with members, staff, supervisor, and other involved parties.

**REASONING AND EMOTIONAL ABILITIES:**

The employee must be able to apply common sense in performing his/her duties. Must be able make modifications in routine and/or activities in order to meet the needs and safety of the members. Must be able to work in a busy and occasionally loud environment.

I have reviewed the job description for the position for which I am being considered and I am able to perform the essential functions of the job with or without a reasonable accommodation. (i.e., lifting, standing, sitting)  YES  NO

If 'NO', what accommodations are requested to perform essential functions of job?

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Signature

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Date