

Employment Opportunity: Personal Assistant/Transporter

Program: <i>Community Living Supports Services</i>	Office Location: <i>Bangor. Work performed mainly in community settings throughout Van Buren County.</i>	Status: <i>As needed - generally less than 20 hours per week.</i>
Union : <i>No</i>	Benefits: <i>No</i>	Beginning Pay: <i>\$8-10 per hour</i>

Basic Responsibilities:

Personal Assistant staff provide supports to adults with developmental disabilities. Examples of supports include introducing the person to new experiences in the community (clubs, bowling, restaurants, exercise groups, etc); talking about personal skills (hygiene, how to talk with people, etc); and exploring job opportunities & interests.

Required Qualifications:

- Experience, training, or education in a human services field.
- A demonstrated interest and ability to work for persons with disabilities and their support networks.
- Ability to read and write in order to comprehend written directions, complete documentation, and to follow goals developed with the consumer.
- Ability to maintain accurate and appropriate records.
- Ability to work a flexible part-time schedule, communicate well, & exhibit good decision-making skills.
- Valid Michigan driver's license with an approved driving record in accordance with agency policy.

Essential Job Functions:

- Develops training and support strategies for the consumer in his/her own home.
- Develops training and support strategies to enable the consumer to actively participate in integrated activities in the community.
- Works closely with members of the service, social, business, and religious communities to help insure that consumer needs are met.
- Provides other needed supports, such as consumer transportation to and from planned activities in an Agency vehicle.
- Works closely with mental health staff, residential providers, Disability Resource Center staff, consumer's family, friends and others to insure coordination of services. Participates in planning meetings for the consumers served when requested.
- Completes relevant data/paperwork.
- Solicits and maintains communication between program, consumers, and employers that facilitate a proactive approach to problem solving.
- Responds to crisis/emergency treatment in an appropriate manner.

To apply, submit an application form to the location below:

Human Resources Office, 801 Hazen Street, Suite C, Paw Paw, MI 49079
Contact: Christine Johnson (269) 655-3313

Equal Opportunity Employer