

## Program Assistant



### **Making a difference in someone's life every day!**

Excellent pay, rewarding career, Monday-Friday schedule, extensive paid training, paid time off, retirement and health insurance in a supportive and enjoyable work environment. ESI is looking to hire a day service program assistant.

**Position:** Program Assistant

**Hours:** Monday – Friday / 35-40 hours per week

This job offers full benefits including health, paid vacation, and 401K.

Hours are daytime Monday – Friday / 35-40 hours per week and may include transportation responsibilities.

**To apply:** Please email or send a resume to  
ESI / Careers  
813 Rabas St  
Algoma, WI 54201  
or email: [info@esiempowers.com](mailto:info@esiempowers.com)

### **SUMMARY**

The program assistant position works with individuals with disabilities to help achieve their personal, social and work goals in order to become more independent in daily living and have a better quality of life. You will be mentoring and providing support to individuals with a disability.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

- Ability to understand, implement and assist clients in daily programs to achieve their individual goals
- Ability to follow all daily schedules and understand detailed service plans.
- Ensures the advocacy for, protection of, and opportunity for individuals to exercise their rights
- Maintains confidentiality according to policy for all clients.
- Ability to provide hands-on and/or assistance to individuals in a respectful manner with: feeding, toileting, changing clothing, personal hygiene cares when needed; one or two people transferring of individual from wheelchairs, toilets, chairs, and floor if needed.
- Routine charting and record-keeping as necessary (i.e.: personal cares, behavior concerns, activities, etc.)
- Carry out all assigned responsibilities which include both leading and assisting with activities.
- Work cooperatively with all staff and act as a positive role model. Ability to use effective problem-solving skills and effective communication with other staff.
- Ability to safely and effectively drive an ESI van or small human services bus.
- Ability to understand and comply with organizational policies and applicable laws including all safety regulations.

## **EDUCATION and/or EXPERIENCE**

Applicants need to have a high school diploma or general education degree (GED); and/or 6 months previous experience. Skills required necessary to perform position responsibilities include:

- **LANGUAGE SKILLS:** Ability to read and interpret safety rules, policy and procedural manuals, client service plans and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to clients and their care teams, and coworkers. Ability to communicate in a positive, cooperative, proactive, effective manner with clients and coworkers.
- **MATHEMATICAL SKILLS:** Ability to document client time on time sheets as to hours and minutes spent in program or on the job.
- **REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed written or oral instructions and to make effective decisions. Ability to resolve behavior management problems in a positive and effective manner.
- **EMPLOYMENT SCREENS:** Successful completion of a Dept. of Justice caregiver background check and pre-employment drug screen. A valid Wisconsin driver's license. Must have a clean driving record for the past 3 years. Records must not have any major moving traffic violations or accidents reported (either pending or convicted/charged). Major moving traffic violations include but are not limited to: reckless and/or negligent driving, OWI, DUI, DWI, excessive speeding, driving with a suspended, revoked, or invalid license, hit and run, refusing to stop for/fleeing an officer).

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