

## **#140 Supported Employment Assistant**

Classification Level 7

Kenosha Achievement Center, Inc.

1218 – 79<sup>th</sup> Street, Kenosha, WI 53143

**External: 4/30/19**

**Salary: \$11.60 – \$19.33/hour**

**Seasonal: June 17<sup>th</sup> – August 15<sup>th</sup>**

**Hours: Up to 36/week**

**Apply to: R. Klemme**

**REPORTS TO:** Adult Program Manager

**HAS DIRECT REPORTS?** No

### **JOB SUMMARY:**

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

The Supported Employment Assistant is a seasonal position that will provide individualized support and training for adults with disabilities enrolled in the summer employment program.

### **TYPICAL RESPONSIBILITIES:**

1. Train and supervise assigned group of participants.
2. Complete all required paperwork in a timely and accurate fashion. (time keeping, progress, etc.)
3. Design and implement activities to engage participants in community integration, vocational and soft skill training.
4. Provide transportation to sites for assigned participants.
5. Establish and maintain relationships with volunteers, community representatives and KAC staff.
6. Provide lunch hour supervision.
7. Report any behavioral issues to management as soon as possible.
8. Provide direct support to participants during work experience hours.
9. Provide input on and execute a job skills and community integration curriculum.
10. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
11. Perform other duties as assigned by supervisor.

### **OCCASIONAL RESPONSIBILITIES:**

1. Act as a backup job coach for temporary work experience.
2. Provide personal care assistance.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or equivalent
- 1 year of experience working with persons with disabilities
- Must have a valid driver's license and a clean driving record

**KAC IS AN EQUAL OPPORTUNITY EMPLOYER**

Revised 3/1/2016

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- Demonstrated knowledge of cultural and linguistic competency principles and the ability to work effectively with a culturally diverse staff, participants and stakeholders

### **PREFERRED QUALIFICATIONS:**

- Training or experience in planning teaching activities
- Bilingual

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 75% of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors, taste and smell is useful.

The employee must lift, push & pull a minimum of 80 pounds with help, 50 pounds alone, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, mathematics, weighing and/or measuring, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, managing resources and evaluating the performance of others.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is varied.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.