

**SKILLS ENRICHMENT ASSISTANT**

**VARC, Inc.**

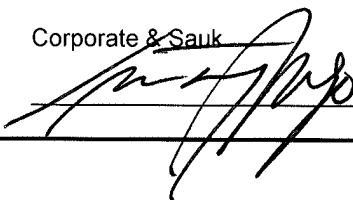
Reports to: Skills Enrichment Supervisor

Department: Rehabilitation

Classification: Non-Exempt

Division: Corporate & Sauk

Date: January 5, 2009

Approved: 

**JOB SUMMARY:**

Directed and supervised by the Skills Enrichment Supervisor, the Skills Enrichment Assistant assists in implementation of the goals and objectives established for clients. This position shall provide continuous training and supervision for assigned clients.

**ESSENTIAL FUNCTIONS:**

1. Implements the individualized service plan as directed by Skills Enrichment Supervisor.
2. Completes required documentation for clients.
3. Assists in development and implementation of job skills training and expand vocational opportunities for clients.
4. Attends continuing educational programs and in-services with recommendation of Skills Enrichment Supervisor and approval of the Director of Rehabilitation Services.
5. Makes recommendations to Skills Enrichment Supervisor for additions/modifications to client's service plans.
6. Actively participates in crisis prevention and intervention for clients.
7. Provides training in all aspects of vocational and related skills training.
8. Provides consistent supervision during break times and lunch periods.
9. Inspects work of clients for quality control and adherence to production requirements.
10. Monitors and relays information consistently regarding overall status of clients.
11. Assists with client's personal cares and hygiene needs (feeding, toileting, dressing, dental hygiene, etc.).
12. Maintains safe, neat and orderly work area.
13. Assists in development and implementation of community awareness opportunities for clients.
14. Accepts other duties as assigned by Skills Enrichment Supervisor.

**QUALIFICATIONS:**

Associate degree in a related field. Will consider experience in lieu of a degree.

This description reflects the general details considered necessary to describe the principle functions of the job identified for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements that may be inherent in the job nor shall be construed as giving exclusive title to every function described.

**I have read my job description and understand it:**

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Supervisor Signature Date