

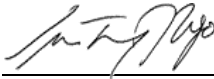
Skills Enrichment Assistant**VARC, Inc.**

Reports to: Skills Enrichment Supervisor

Department: Rehabilitation

Classification: Non-Exempt

Date: October 2, 2017

Approved: **Job Summary**

Directed and supervised by the Skills Enrichment/Life Skills 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 individualized service plans as directed by the Skills Enrichment/Life Skills Supervisor.
2. Completes required documentation for clients.
3. Attends continuing educational programs and in-services with recommendation of Skills Enrichment/Life Skills Supervisor and approval of the Director of Rehabilitation Services.
4. Makes recommendations to Skills Enrichment/Life Skills Supervisor for additions/modifications to client's service plans.
5. Actively participates in crisis prevention and intervention for clients.
6. Provides training and assists in all aspects of vocational and life skills training, and activities.
7. Provides consistent supervision during break and lunch periods.
8. Monitors and relays information consistently regarding overall status of clients.
9. Assists with client's personal cares and hygiene needs (feeding, toileting, dressing, dental hygiene, etc.).
10. Maintains safe, neat and orderly work area.
11. Accepts other duties as assigned.

Qualifications

Associates 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 considered 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