

SKILLS ENRICHMENT ASSISTANT 1:1**VARC, Inc.**Reports to: Skills Enrichment Supervisor
Life Skills Supervisor

Department: Skills Enrichment/Life Skills

Classification: Non-Exempt

Division: Vernon, Sauk, Richland, Juneau

Date: January 28, 2013

Approved:

**JOB SUMMARY:**

Directed and supervised by the Skills Enrichment/Life Skills Supervisor, the Skills Enrichment Assistant 1:1 assists in the implementation of an individualized client plan that outlines the client's goals and objectives. The primary responsibility of this position is to provide continuous training, 1:1 supervision to an assigned client and assist the assigned client in reaching their individualized program goals.

ESSENTIAL FUNCTIONS:

1. Provides continuous 1:1 supervision of assigned client.
2. Assists in implementing individualized plans, records progress towards goals and objectives and completes required reporting, as directed by supervisor.
3. Initiates and follows through with interventions in an appropriate manner.
4. Communicate with supervisor regarding client progress.
5. Be knowledgeable of procedures and fully implement individualized plans designed for specified client.
6. Assists in the implementation of skills training.
7. Assists in providing community awareness opportunities.
8. Fully inform supervisor of any issues resulting in a client's inability to achieve goals and objectives.
9. Makes recommendations to supervisor for additions/modifications to client's service plans.
10. Assists with lifting and positioning client, if directed.
11. Assists client on and off bus and/or ride on bus with client, if directed.
12. Reports all injuries and incidents.
13. Actively participates in crisis prevention and intervention, as directed.
14. Monitors and relays information consistently regarding overall status and wellbeing of client.
15. Assists with client's personal cares and hygiene needs (which may include feeding, toileting, dressing, dental hygiene, etc.), as directed by supervisor.
16. Attends meetings and trainings as required.
17. Accepts other duties as assigned.

QUALIFICATIONS:

Associate degree in a developmental disabilities or mental health related field. Will consider experience in lieu of degree. Must possess a valid Wisconsin driver's license. Knowledge and/or experience working with individuals with varying abilities. Ability to lift 35 lbs. on a regular basis.

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 it 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