

DIVERSIFIED HUMAN SERVICES, INC.

Job Vacancy Notice

POSITION: Aide (Part-time, Multiple Positions)
Riverside Horizons/TAC

PAY GRADE: 2

WAGE: \$9.75/hr. (as a minimum)

DUTIES:

- Assists with the daily therapeutic care, training and habilitation of individuals present in the Therapeutic Activity Center.
- Provides training and care in activities which include but are not limited to, the following: daily living skills, personal and hygiene needs, functional and educational skills, communication, personal adjustment, arts & crafts, social skills, physical development and recreational skills, community life, mobility and integration/inclusion skills, and various sensory stimulation, gross and fine motor activities.
- Observes individuals and reports changes in behavior, attitude, or physical condition to Supervisor, in a timely manner.
- Maintains the cleanliness and order in the Center and initiates emergency procedures as necessary.
- Assists in developing and updating active goal plans based on ongoing assessments, evaluations, observations and interviews, maintains all related Case Records.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

QUALIFICATIONS:

- High School Diploma or GED.
- Must successfully complete course requirements for certifications, as may be required by program.
- Must be available to work **Monday through Friday-9:00AM to 3:00PM.**
- Must successfully obtain Criminal History Clearance from the Pennsylvania State Police, Child Abuse Clearance from the Pennsylvania Department of Human Services and FBI Fingerprint Clearance.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Must have a valid Pennsylvania Driver's License and safe driving record.
- Ability to lift or assist in lifting individuals, as may be required.
- Ability to move and/or lift program equipment and supplies weighing up to 30 pounds.
- Ability to read and write, comprehend, follow written and verbal instructions, and follow supervisory direction.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: POSTING # 1830.

EQUAL OPPORTUNITY EMPLOYER