



**JOB POSTING (2 Positions)- Post Until 02/16/18**  
**Intellectual Disabilities Para-professional**

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**Job Title:** Intellectual Disabilities Paraprofessional (IDPP)  
**Program:** Adult Learning Program- Kensington & Lincoln  
**Supervisor:** Program Manager

**Minimum Requirements:**

- Bachelor's degree in human services (psychology, sociology, social work, criminal justice, etc.),
- Ability to lift/carry up to 44 lbs.,
- Ability to perform basic physical moves such as kneeling, reaching, crouching, bending, and twisting,
- CPR and First Aid certification,
- Basic computer proficiencies,
- Valid driver's license and clean driving record
- Meet Pace requirements, preferred

**Job Responsibilities:**

Individual Interaction

- Demonstrate kindness, courtesy, flexibility, responsiveness and consistency in meeting individual needs,
- Assist individuals with activities of daily living and personal self care such as toileting, eating, grooming, bathing, dressing, etc...
- Assist individuals with planning and participating in activities of their choosing in the community, including transporting individuals to community activities,
- Actively engage individuals with meaningful activities through out their program day or evening,
- Demonstrate knowledge of each individual's Individual Service Plan and the goals established for the current period,
- Assist individuals with working on individual goals as established in their service plans,
- Demonstrate daily efforts to assist individuals with learning skills needed for greater independence,
- Implement Glidepath curriculum, in accordance with the posted Curriculum Master Schedules,
- Achieve a Glidepath Curriculum evaluation score of 80% or higher,
- Demonstrate knowledge of individual behavioral approaches and behavioral tracking,
- Maintain direct and continuous supervision of individuals at the program site and on outings to ensure their safety and therapeutic well being at all times,

Anyone interested in applying for this position should email their resume and cover letter to Tami Homan at [thoman@search-inc.org](mailto:thoman@search-inc.org) no later than 02/16/18.

- Provide individuals with supportive counseling, conflict resolution and problem solving assistance on an on-going basis and at times of crisis.

#### Cleanliness and Order

- Maintain the physical environment, grounds, and vehicles according to Search standards for cleanliness and order on a daily basis,
- Demonstrate knowledge of, and follow, established cleaning schedules at your assigned work site,
- Demonstrate knowledge and consistent usage of the proper cleaning products and materials for assigned cleaning tasks,
- Demonstrate respect for program materials and furnishings.

#### Administrative/Professional

- Support the Mission Statement and agency values of Search,
- Present yourself in a professional manner as a representative of Search to family members, guardians, community members, and representatives from affiliated agencies,
- Maintain compliance with personnel policies as stated in the employee handbook,
- Demonstrate an understanding of the Corporate Compliance policy including the employee work rules and state/federal regulations related to services provided by Search,
- Maintain daily documentation and recordkeeping on individual progress on goals established in their service plans,
- Successfully learn the components of Harmony including data entry, production of monthly summaries, development of monthly schedules, assessments and service plans,
- Participate and contribute to Individual Service Plan meetings as assigned,
- Provide training to DSPs after the successful completion of a service plan,
- Complete incident reports according to policy,
- Follow vehicle safety procedures including completing vehicle maintenance reports as requested,
- Demonstrate basic computer proficiencies,
- Complete other duties as assigned by your supervisor.

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