**Career Opportunity**

**Program Assistant**

**Position: Program Assistant**

**Description:** The Program Assistant will provide assistance and training to individuals with cognitive disabilities in our program. This staff member will assist in the development and implementation of our HIPsters’ support plans and will assist our staff in any activities that may require additional assistance.

**Responsibilities:**

* Assists our instructors with the daily operation of our program and must be able to step in to assist with any additional needs that our HIPsters may require, including bathroom, feeding and other needs.
* Must be able to assist HIPsters during recreational activities, physical exercises, therapeutic activities and any other activity that may require slight additional assistance.
* Assist with groups of HIPsters who go into the community for projects and volunteer opportunities.
* Adhere to all confidentiality guidelines of our HIPsters and their families.
* Acts as a role model and mentor to our HIPsters, working hard to keep a professional demeanor at all times.
* Will assist staff with any/all toileting incidents that may occur.

**Requirements and Qualifications:**

* Two-year degree preferred, minimum of a high school diploma required.
* History working with adults with special needs preferred.
* Minimum 1-2 years working history in related field.
* Basic reading, writing and mathematics skills required.
* CPR/First Aid certification required.
* Excellent verbal and written communication skills (sign language a plus).
* Must be able to lift 25lbs regularly and up to 50lbs occasionally.
* Must be able to demonstrate competency in social skills and leadership.
* Current driver’s license, acceptable driving record and valid insurance.
* Clear background check with no related offenses jeopardizing the integrity of our program.

**How to Apply:**

* Email your resume to [nroberts@mptx.org](mailto:nroberts@mptx.org)
* Please note that there may not be a position open at the time of your application, however, we continue to interview so that we are ready to place candidates more quickly as we have positions become available.