

GENERAL DESCRIPTION OF POSITION

The Paraprofessional/Life Skills Assistant, under the guidance of the Director of Life Skills, will use structured techniques to help individuals with intellectual and/or developmental disabilities learn to develop or maintain skills needed to be successful. The position includes opportunities to work with individuals in 1:1 and group scenarios, both on campus and in the community. The position requires a proactive and creative person who can manage the various goals of the individuals we serve.

On campus, we provide services that are entrenched in music, art, and movement. Do you think of yourself as creative person in human services, or looking to gain experience in that field? Send us your resume!

ESSENTIAL RESPONSIBILITIES OF THE POSITION

- Assists teachers and related staff in supporting and/or developing individual's life skills, and supports teachers' lesson plans.
- Assesses and documents an individual's skill development and goals.
- Communicates with staff via an internal communications log.
- Participates in a variety of meetings, workshops and community forums as requested by supervisor.
- Works as a member of a team.
- Able to adapt to flexible nature of the position.
- A positive work attitude.
- Excellent communication and observation skills.
- Obtain/maintain in-service requirements as mandated by BHMA.
- Attend Family Weekend activities and Open House events as requested.
- Attend mandatory staff training.
- Participate in BHMA employee evaluation process.

ADDITIONAL DUTIES

- Participate in weekly department and individual supervision meetings
- Participate in semester progress meetings with students and families as needed
- Attend Family Weekend Activities, Graduation, as requested by the supervisor
- Attends required staff trainings
- Attend Open House events as requested by supervisor
- Complete employee evaluation
- Support other program departments in teaching and learning as requested and appropriate
- Participate in progress meetings or IEP/ISP meetings as requested
- Other duties as determined by supervisor or ED

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- **High School Diploma required**
- **Experience with and sensitivity to individuals with intellectual or developmental disabilities strongly preferred**

REQUIRED KNOWLEDGE AND SKILL

- Knowledge of and experience with young adults who have intellectual or developmental disabilities
- Functional Computer skills
- Strong teaching skills
- Strong organizational skills
- Strong written and oral communication skills
- Certified in or willing to obtain MA state Medication Administration Program (MAP) certification, CPR, First Aid, and other certification requirements as mandated by BHMA and its associated agencies. All required certifications are paid-for or reimbursed by BHMA.

PHYSICAL REQUIREMENTS OF POSITON

Ability to sit for extended periods of time

Ability to stand for extended periods of time

Ability to lift up to fifty (50) pounds

Job Types: Full-time, Part-time

Pay: \$14.00 - \$14.50 per hour