



JOB DESCRIPTION

Learning Skills Aide

Reports to: Supportive Services Manager---**FLSA:** Nonexempt---**Role:** Aide

Descriptive Summary

The Learning Skills Aide assists individuals with intellectual disabilities to develop healthy social and emotional skills by carrying out recreational activities for participants. The Learning Skills Aide aims to enrich the lives of participants and ensure the safety and well-being of participants at all times.

Core Functions

- Assists in the Learning Skills day program by leading/assisting with a variety of social and recreational activities including arts and crafts, exercise, music, and social events.
- Assists participants with meal time including feeding and monitoring of proper dietary choices.
- Keeps the program area clean and safe by cleaning up spills, picking up items that commonly fall to the floor and wiping down tables, chairs, walls, and other commonly touched items.
- Chaperones outings to the park and other field trips providing a secure and safe experience.

Winning Behaviors, Competencies, and Skills

- Establishes and maintains healthy interpersonal relationships with team members and co-workers.
- Respects the diversity of those we serve and the challenges they face.
- Advocates for the rights and opportunities for people with intellectual/developmental disabilities at all times and in a professional manner.
- Self-starter able to work independently and as a team.
- Accountability & honesty.
- Flexibility.
- Patience.
- Compassion.
- Adaptability.

Supervisor Responsibility

None

Work Environment

This job operates in a recreational facility and in a professional office environment. This role routinely assists with equipment such as wheelchairs, walkers, and gait belts. This role is routinely exposed to client smells and noises. This job frequently involves exposure to outside elements including dry heat, cold, wet and/or humid conditions. The noise level in the work environment is moderately loud. This role occasionally uses standard office equipment such as computers, phones, and photocopiers.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is constantly required to use hands and fingers to feel, handle

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or operate objects or controls; and reach with hands and arms. The employee is frequently required to stand, walk, and sit. The employee is occasionally required to lift up to 50 pounds, push, and pull, specifically pertaining to wheelchairs, walkers and such equipment. The employee is occasionally required to provide walking support and assistance to clients.

Position Type and Expected Hours of Work

This is a part-time position. Hours expected to work are 20 hours per week.

Travel

In town as needed for outings.

Required Education, Experience, and Qualifications.

1. High School Diploma
2. CPR and First Aid Certification
3. One year of relevant experience, or equivalent combination of education and experience that demonstrates the ability to do the job.

Preferred Education and Experience, and Qualifications.

1. Associate's Degree in Human Services or related field.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

I understand and agree to the duties and expectations of my role as outlined in this job description. I understand nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Employee Name: _____

Employee Signature/Date: _____