



Temporary Adult Assistant and Therapeutic Behavioral Aide Support

www.supportbydesignllc.com

JOB TITLE

Temporary Adult Assistant and/or Therapeutic Behavioral Aide Support

SUPPORT BY DESIGN INC. MISSION AND VISION STATEMENTS

MISSION

Support By Design (SBD) strives to provide a complete range of services within the human services arena encompassing consumer groups from every age bracket. The goal of SBD is to be the leader in developing, enhancing, designing, and maintaining customized innovative service delivery initiatives that will educate, empower, and serve human needs for all clientele.

VISION

Support By Design (SBD) will provide a sustainable staffing model of education and training to be the premier provider of 1 on 1 aide support to students in the metro area.

GENERAL JOB DESCRIPTION

To assist with the implementation of assigned student's Individualized Education Plan (IEP) to include Behavior Intervention Plan (BIP). In addition, support with servicing student's in their Least Restrictive Environment (LRE).

QUALIFICATIONS

Education:

- Assistant/Aide must have at minimum a high school diploma or GED. Additional education may be required in specific circumstances
- Assistant/Aide must successfully complete 20 hours of training to include, but not limited to in crisis intervention, abuse and neglect, disability awareness/confidentiality, personal policies and procedures, suicide and death of a client, personal conduct standards, emergency procedures, review performance expectations, standards and expectations, review schedule, hours, payroll and timesheets.

Experience:

- Preferred at least one year experience in human services, child care and/or educational setting
- Aide must be able to provide satisfactory work and personal references

PHYSICAL REQUIREMENTS

- Aide must be able to lift at least 35 lbs.
- Traverse 2 or more flights of stairs multiple times a day

SUPERVISOR

- Program Director



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DUTIES AND RESPONSIBILITIES

Provide the following IEP services to children 3-21 years of age:

- Toileting and feeding assistance
- Special lifting or handling of physically disabled students for transportation
- Behavior management/intervention
- Assisting with instruction such as organizing and distributing materials
- Providing direct instructional services under the direct supervision of the classroom teacher
- Duties may be carried out on school premises, during field trips, during transportation, or any other offsite activity in which the student participates
- Aide may be assigned to more than one student within a classroom depending on the specific service needs for each child
- Aide is expected to be present whenever the student is present in school; daily hours will correspond with the assigned student's school bell schedule
- Aide will be responsible for having reliable transportation to and from the assigned work site
- Aide is expected to be available to work flexible hours and occasional evenings when necessary

COMPETENCIES

- Aide must be able to speak, read, write, and understand Standard English and be able to follow directions given by the student's teacher and/or administrator.
- Aides must be able to work under the supervision/direction of the teacher to monitor and address the academic, personal, social emotional and behavioral needs of students
- Bi-lingual aides desired
- Aide must demonstrate emotional and mental maturity as well as display an interest and empathetic attitude toward students.

