

JOB POSTING

We consider applicants for all positions without regards to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

DATE OF POSTING Open Dates

ALL EMPLOYEES WISHING TO BE CONSIDERED FOR THIS POSITION MUST SUBMIT THEIR APPLICATION BY: No Deadline Indicated

POSITION TITLE: Program Assistant

REPORTS TO: Joveeta Brown, Residential Services Manager

SUMMARY: The position is a full-time hourly, and non-exempt according to FLSA.

DUTIES AND RESPONSIBILITIES:

Assist clients as needed in daily routines such as bathing, dressing, and dental hygiene. Assist with meals.

Assist clients with mobility problems and adapts environment to enhance their participation in activities.

Administers medication to clients as necessary after receiving medication training.

Acquires or recommends medical care for clients when needed.

All Record Keeping duties.

JOB REQUIREMENTS: Must have good interpersonal skills. Must have good oral and written communication skills.

MINIMUM QUALIFICATIONS: Must have a high school diploma or equivalency. Prefer a minimum of one year's experience working with adult disabled population.

Martin Enterprises

6003 West Main Street
Williamston, NC 27892
(252) 792-8251

ESSENTIAL FUNCTIONS: The primary duty of this position is to provide assistance and training as needed to adult residents with developmental disabilities to enhance their abilities to become as independent as possible at home, at work, and in the community.

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FOR FURTHER INFORMATION CONCERNING THIS POSITION, PLEASE

CONTACT: Joveeta Brown, Residential Services Manager
