



# NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

*Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.*

## JOB ANNOUNCEMENT

### PROGRAM AIDE (Regular & On- Call)

**DATE POSTED:** August 19, 2016

**APPLICATION DEADLINE:** OPEN UNTIL FILLED

**Position no. / Range:** 0102/ 32.01

**Union Status:** Non-Union

**Starting Pay Range:** \$10.50 per hr.

**Status/ Hours:** Part Time/ Non- Exempt

**Hours of Work:** Hours may vary

**No. of Weeks:** 52

**Location:** 851 South 35th Street, SD, CA 92113

**Dept. / Program:** Adult Day Health Services

#### **Basic Job Assignment:**

Under supervision of Program Director – ADHC, assists in assigned program activities and performs related work as required.

#### **Employment Requirements:**

The ideal candidate is a self-motivated, team player who possesses a solid understanding of Appropriate uses of physical therapy equipment; the ability to communicate using tact, objectivity, and confidentiality; demonstrate enthusiasm and motivate clients; is well organized and able to prioritize, plan, prepare, and follow through on assigned tasks in a thorough fashion; has excellent oral and written communication skills and the ability to understand/ carry out oral and written instructions; and has demonstrated experience working with culturally and ethnically diverse, low income or no income families and unique populations.

#### **Qualifications:**

- High school diploma or GED equivalent;
- A valid California drivers' license;
- CPR and First Aide Certification;
- TB Test required upon hire and must be maintained every three (3) years;

#### **Examples of Essential Functions:**

- Provides support and assistance in Physical Therapy;
- Assists clients in use of exercise equipment;
- Ensure appropriate and safe usage;
- Monitors client's endurance and stamina;
- Provides support and assistance in Occupational Therapy;
- Works with clients to help them improve their motor skills in arts and crafts programs;
- Provide support and assistance in Nursing and Nutrition services, assist clients with "Activities of Daily Living";
- Prepare and serve am/pm snack and serve lunch;
- Provides general program support;
- Provides back-up maintenance and custodial support;
- Assists in serving client lunches;



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- Picks up and delivers participant lunches.

### **APPLICATION SUBMITTAL INSTRUCTIONS:**

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org). Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/ emailed to: [recruiting@neighborhoodhouse.org](mailto:recruiting@neighborhoodhouse.org).

Applications must be fully completed (per instructions), signed, and dated when submitted. Any supplemental application questions must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your transcripts or diploma or foreign equivalency report and/ or certification to your application. An official copy of your transcripts may be requested prior to an offer of employment. Please only submit the documents required.

**NOTE:** Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case-by-case basis.

### **BENEFITS:**

Eligible positions receive the following benefits: Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

**\*Medical and dental benefits are provided to regular employees who work a minimum of 20 hours per week.**

### **INTRODUCTORY PERIOD:**

All regular appointees serve 6 months introductory period.

### **CITIZENSHIP/IMMIGRATION STATUS:**

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

**Please note that offers of employment are only valid if they are made by the Human Resources Department.**



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