



**-VACANCY NOTICE-**

**POSTING PERIOD: November 5, 2018 – November 19, 2018**

**Applications are being accepted for the position listed below during the Posting Period and beyond if not filled within 2 weeks of the end of the posting date.**

**POSITION:** Vocational Aide

**PROGRAM:** Day and Employment Services (Adult Services)

**WHEN:** Immediate

**FLSA STATUS/CALENDAR:** Non-Exempt – Full Time

**DESCRIPTION:**

Under the general supervision of the Vocational Coordinator and Day and Employment Services Manager, the Vocational Aide will assist with the programming established for individuals in the various workshop settings.

**RESPONSIBILITIES:**

- Maintain accurate and complete individual records as required by laws, policies, and administrative regulations.
- Confer with Vocational Coordinator or Vocational Instructor regarding individual's progress and needs.
- Assist with supervision and planning of daily schedule for program participants.
- Prepare reports on individuals and activities as required by program administration.
- Other duties may be assigned.

**QUALIFICATIONS:**

High School Diploma and previous experience with individuals with developmental disabilities required. College degree preferred. Must be able to push, pull, and lift 50 pounds. Must have the ability to become and approved agency driver.

***Please send cover letters and resumes to:***

***employment@holychildhood.org***

Holy Childhood is an Equal Opportunity Employer and does not discriminate on the basis of race, age, color, religion, gender, gender status, marital status, veteran status, national origin, or any other characteristic protected by law.

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*Our mission is to prepare children and adults with developmental disabilities for maximum independence and integration in the community through individualized programs and services, in keeping with the philosophy and vision of our founders. We are dedicated to serving our people in an atmosphere of dignity and compassion.*