

EmployAbility

Exempt: Non-Exempt: Yes

Title: Program Assistant

Reports To: Specialized Assembly Program Manager

Department: Specialized Assembly

Effective Date: July 1, 2018

JOB SUMMARY

Assists with instruction of adults with developmental disabilities in the wiring/ structural assembly contracts. Performs related work as required in Specialized Assembly, as well as assists in other Training Services businesses as needed.

ESSENTIAL JOB DUTIES

1. Provides on-going training for individuals served in work related skills and appropriate work behavior.
2. Responsible for supervision of individuals served in the Specialized Assembly area.
3. Responsible for assisting in the quality control of work being performed in Specialized Assembly to include inspecting, testing, and signing off on the quality of products manufactured for customers according to contract specifications.
4. Assists individuals served with identification and correction of problems identified with assemblies for which they are responsible.
5. Responsible for assisting with production and training of individuals served.
6. In the absence of the Specialized Assembly Manager is responsible for overseeing all aspects of production, inspection, and testing of assemblies.
7. Assists with testing individuals served to maintain compliance with DOL's Commensurate Wage Contract.
8. Responsible for maintaining timely documentation for individuals served according to funder's standards.
9. Assists with timely submission of production paperwork as required by customer.
10. Must be able to obtain First Aid and CPR certification.
11. Ensures that work areas are clean and that safety precautions are observed.
12. Maintains ongoing communication with Case Managers of individuals served
13. Assists in other Quantum Businesses as needs are identified.
14. Additional duties as assigned.

COMPETENCIES

1. Knowledge of: Aptitude for use of small hand tools and mechanical inclination. Knowledge of small wiring sub-assembly equipment operation preferred but not required.
2. Skills: Microsoft Office programs. Stripping, crimping, and construction of wiring harnesses preferred. Quality inspection, extremely detail oriented.
3. Experience in working with persons with developmental disabilities preferred.
4. Organizing and coordinating multiple activities, strong verbal and written communication skills.
5. Skill in the operation of computers and job-related software programs.

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6. Oral and written communication skills.
7. Skill in interpersonal relations.
8. Decision making and problem solving skills.
9. Ability to handle multiple tasks simultaneously and prioritize workloads of individuals served.

MINIMUM QUALIFICATIONS

1. Education: High school diploma or equivalent.

PREFERRED QUALIFICATIONS

1. Experience in working with people who have developmental disabilities preferred.
2. Industrial assembly process and use of industrial equipment is preferred.
3. Experience with THERAP database system.

JOB REQUIREMENTS

1. Working Conditions: Will work inside moving around a room to perform quality inspections of wiring assemblies. Visual inspection of small wiring assemblies and computer work required.
2. Equipment Operation: Ability to operate various hand tools to include strippers, crimpers, and spot welders.
3. Physical Requirements: Must be able to lift 50 lbs. and stand for long periods of time. Must have excellent visual acuity to perform small wiring assembly quality inspections. Effective verbal and auditory communication skills.

SUPERVISION OF OTHER POSITIONS

1. Individuals in Specialized Assembly area.
2. Also will assist with supervision of other individuals in Training Services.

SALARY/BENEFITS

Salary is commensurate with education, qualifications, and work experience. Benefits include paid holidays, vacation and sick leave, and a comprehensive benefits package.

APPLICATION DEADLINE

Position considered open until filled. Background investigation and finger printing will be required. This job description is a temporary guide, subject to change at the discretion of management. The incumbent may be required to perform any other related duties as required by the supervisor. If you are employed after hours with a job other than EmployAbility, please contact Human Resources to complete the required form.

Employee Signature: _____

Date: _____

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Supervisor Signature: _____ Date: _____