



Quilceda Community Services

Job Description:

Quilceda Community Services is seeking a program assistant to join our team at Willow Place Activity Center. Located in Marysville, WA, Willow Place is an activity center for adults with a range of special needs and developmental challenges. Working in collaboration with the Program Manager, the program assistant is responsible for maintaining a positive attitude and ensuring that our clients are in a safe, positive, respectful, and caring environment. Program assistants should be able to support a balance of emotional and physical needs for all clients, at all times. Programs are open Monday – Friday, 8:30 to 4:30. Quilceda Community Services is a 501(c)3 non-profit, equal opportunity employer.

Mission Statement:

The mission of Quilceda Community Services is to provide appropriate support, individualized quality residential care and recreation to special needs adults in a safe, respectful, positive environment that is meaningful to the individual being served.

Responsibilities:

- Assists manager in program activities: games, fitness, and art projects
- Support emotional needs of clients during programs
- Support physical needs of clients during fitness or outings
- Keep daily attendance logs and behavior notes as needed
- Daily cleaning and sanitizing of facility
- Brainstorm new activity ideas and fundraisers with the team
- Attend weekly check in meetings with Willow Place manager
- Attend and support as needed at Willow Place and Quilceda Community Services events
- Patience and understanding when faced with challenging behaviors
- Adapt to changing program needs during the day
- Encourage power of choice and participation for all clients
- Work cooperatively with other program staff

Qualifications/Skills:

- High school diploma or GED
- Experience or willingness to working with people with disabilities
- CPR/First Aid qualified
- Able to lift 40 lbs
- Must be able to pass a background check
- Must have reliable transportation and arrive on time

Community & Connection
for Adults with Disabilities

9610 48th Drive N.E. Marysville, WA 98270
(360) 653-2324 | www.quilcedacommunityservices.org



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Compensation:

- Hourly rate DOE
- Sick Leave

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