

**Job Description:**

Quilceda Community Services is seeking a program assistant to join our team at Willow Place Wellness Center. Located in Marysville, WA, Willow Place is a Wellness center for adults with physical and intellectual disabilities. 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. The Program is open Monday – Friday, 8:30am to 4:30pm. Quilceda Community Services is a 501(c)3 non-profit, equal opportunity employer.

**Mission Statement:**

Willow Place is a Wellness Program that exists to provide Respite and Specialized Recreation for Adults with Disabilities in a safe and nurturing environment, while encouraging inclusion, independence, and education.

**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

- Able to keep firm professional boundaries with clients

- 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 at Willow Place and Quilceda Community Services events as needed

- 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

**Compensation:**

- Hourly rate DOE

- Sick Leave