

Work Study Job Description

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| Job Title | Program Services Specialist |
| Organization Name | CenterForce |
| Job Location | Lakewood |
| Address | 5204 Solberg Dr. SW Lakewood Washington 98499 |
| Pay Rate | \$10.00 - \$12.00 |
| Employment Period | Summer, Academic Year |
| Hours Per Week | 40 hrs/wk, 19 hrs/wk |
| Contact Supervisor | Virginia Clark |
| Phone Number | 2534261878 |
| Email Address | viriniac@centerforce.net |
| Website | http://www.centerforce.net/ |

Nature of Organization

CenterForce 5204 Solberg Dr. SW Lakewood, WA. 98499 Position: Program Services Specialist
 Dept: Client Services Supervisors Title: CA Supervisor Status: Part-Time General Summary:
 Responsible for program services in assigned areas at CenterForce. The goal is to support individuals served by CenterForce in a wide variety of employment related skills and activities and to document said activities in client connect and client files.

Duties and Responsibilities

Essential Duties and Responsibilities: 1. Uphold and honor the Mission, Vision and Core Values of CenterForce. 2. Responsible for supervision and coordination of assigned activities at CenterForce. 3. Provide skill building activities when appropriate and to assist participants to obtain community based employment. 4. Complete required consumer paperwork when appropriate to include: daily attendance, assessment activities, training activities, timings, norms, evaluations, individual plan development, pertinent data for files, in a timely manner. 5. Complete required documentation with regard to accident and incident reporting. This includes reporting any suspected abuse to immediate supervisor. 6. Provide quality assigned job duties in a timely manner. 7. Responsible for the highest quality of customer service delivery for internal consumer customers. 8. Maintain and demonstrate professional behavior, good communication skills, a cooperative attitude and model such for all staff and participants. 9. Exhibit good communication skills with co-workers, supervisors, persons served and customers. 10. Maintain a working knowledge of and adhere to all agency policies and procedures. 11. Demonstrate Pride in Ownership of CenterForces quality of work, equipment, vehicles and total facility care and cleanliness. 12. Support efforts to keep clean & well organized facilities. 13. Assist with providing a safe shop by eliminating accidents/obstacles before they occur. 14. Performs related duties as assigned or as the situation dictates. 15. Assure required paperwork is completed in a timely manner.

Minimum Qualifications

Required Knowledge, Skills, and Abilities: 1. Knowledge of service delivery for individuals with developmental disabilities. 2. Knowledge of production standards and processes. 3. Knowledge of Quality Customer Service principles. 4. Ability to work cooperatively with others and exhibit professional and courteous behavior to all affiliated with CenterForce. 5. Ability to plan and prioritize work. 6. Ability to work independently and well as in a team. Education and Experience: This position requires a high school diploma or GED, and must be 18 years of age. Must have own reliable transportation, a good driving record and insurance.

Educational Benefits

Student will gain knowledge and experience in direct service to clients, case management, recordkeeping and information and referral services. He/She will also work along side other professionals and have the opportunity to interact with other outside agencies and those that provide services to adults with disabilities.

How to Apply

Send cover letter and resume to virginia@centerforce.net