



Title: Program Assistant
Reports to: Lead Program Assistant
FLSA: Non-Exempt
Status: Part-Time

Position Summary:

The Program Assistant assists members with all needs related to their participation, including transportation, physical needs, and communication, as well as provides support for all Aphasia Center activities, as needed.

Essential Functions:

Programming:

- Assist with member mobility and care needs.
- Accompany and/or serve as ACWT's vehicle driver and ensure all passengers adhere to mobility and transportation safety requirements.
- Ensure all activities meet with the organization's requirements for health, safety and general duty of care.
- Exhibit a professional, enthusiastic attitude, motivating positive, respectful group dynamics.
- Assist with all program offerings and activities, as needed.
- Provide administrative support, as needed.
- Inventory and stock program supplies to ensure availability when needed.
- Assist Lead Program Assistant with daily attendance tracking.
- Complete trainings as directed by supervisors and provide documentation for personnel file (current driver's license, training certificates...).
- Assist with production and distribution of any aphasia-friendly materials, as needed.
- Establish a system for birthday and special occasion recognition.
- Ensure that absent members are checked on and remembered with cards, etc.
- Assist members with lunch and snacks as needed, including preparation, meal set up and clean up. Communicate with members and caregivers regarding food needs.

Other Duties:

- Participate in Aphasia Awareness Concert, Chocolate Decadence and other events, as needed.
- Any and all other duties, as assigned by Lead Program Assistant, Program Director or Executive Director.

Qualifications:

- Minimum High School Diploma.

Key Performance Capabilities:

Professionalism
Attention to detail

Reliability
Written and verbal communication skills

August 2024



Ability to Multitask

Interpersonal skills

Physical Demand and Work Environment:

The physical demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to lift to offer one-person transfer assistance for those with limited mobility; stand, sit; talk, hear, and use hands and fingers to operate a computer, reach, stoop, kneel

This job operates in a professional environment. This role routinely uses standard office equipment.

I have read this job description and fully understand the requirements of the position. I accept the position and agree to meet the requirements listed. I will perform all duties and responsibilities to the best of my ability. I understand that I may be assigned other duties, in addition to or in place of those described previously. I also understand that the essential duties of this position may change at any time, according to the needs of the Aphasia Center. I agree to abide by all the job requirements and qualifications listed above.

Employee's Signature _____ **Date** _____

The information in this document is not intended to constitute a contract of employment or create contractual rights of any kind between the Aphasia Center and its employees. At the Aphasia Center employees are employed "at will." This means that employees may terminate their employment at any time and for any reason, and that the company has the right to terminate employees on the same basis. The Aphasia Center reserves the right to modify, suspend, change or terminate the information in this document at any time, with or without prior notice.