



Northern Will County Special Recreation Association

JOB TITLE: Inclusion Aide

CLASSIFICATION: Part Time

JOB SUMMARY: Under the supervision of the Recreation & Services Manager, responsible for assisting individuals with special needs in recreational programs in a safe and least restrictive environment. This is a part-time position.

QUALIFICATIONS:

- Must be at least 16 years of age
- Experience or desire to work with individuals with disabilities
- Must be able to perform the duties and responsibilities independently of others
- Must have transportation to and from program sites
- Must support the mission, vision and values of the agency
- Certification in First Aid/CPR preferred
- Certification in CPI preferred

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to display a positive attitude and appropriately interact with individuals with disabilities
- Ability to make accommodations for individuals with disabilities of various ages
- Ability to be dependable, flexible and punctual in all programs
- Willingness to learn and grow in providing recreation opportunities for individuals with disabilities

DUTIES AND RESPONSIBILITIES:

- Uphold and emulate the mission, vision and values of NWCSRA
- Abide by the Policies and Procedures of the member park districts
- Abide by the Policies and Procedures set forth in all NWCSRA manuals including but not limited to the Part Time Staff Manual, the NWCSRA Job Specific Manual and the Safety Manual
- Lead/assist/plan recreation activities for individuals with special needs in a variety of community-based programs
- Actively support and follow through with the program instructor's safety program
- Supervise participants with disabilities at all times. This will include behavior management, personal care and assisting in daily living skills (feeding, toileting, clothing) and activity accommodations as needed
- Assist the participants with the activity and accommodations needed
- Assist individuals in wheelchairs, including lifting, transferring and pushing
- Communicate and work effectively with participants, parents, NWCSRA staff, member park district staff and community contacts
- Enforce rules and regulations with participants
- Complete necessary paperwork as required
- Report any problems or concerns to the Recreation & Services Manager
- Attend meetings, orientations and training sessions as scheduled
- Arrive a minimum of 15 minutes before the start of the program
- Act as a substitute staff when needed by the agency
- Assist with emergency procedures.

- Be a mandated reporter for the “Abuse and Neglected Child Reporting Act”.
- Perform other duties and responsibilities as assigned

PHYSICAL REQUIREMENTS:

Talking/Hearing: to communicate with staff and participants

Sitting: to position a participant.

Reaching: to retrieve supplies or participant.

Pulling: to open doors and drawers.

Pushing: to close doors and drawers.

Stooping: to retrieve supplies from lower levels.

Crouching: to retrieve supplies from lower levels.

Seeing: to obtain information from written materials.

Holding: to immobilize participant during behavior outbreaks.

Lifting: to move equipment and supplies, to set up and take down activities, to transfer participants; up to 40 pounds over 40 pounds requires a two person or mechanical assistance

COGNITIVE CONSIDERATIONS:

Must have the ability to read, write and organize materials. Must have the ability to develop and administer a simple budget. Must be able to relate to other people in a professional manner. Must exhibit good safety awareness and judgment.

ENVIRONMENTAL CONSIDERATIONS:

May be exposed to all types of weather conditions.

FSLA STATUS:

This is a part-time hourly position

HOURS:

Hours will vary by evening, weekends and days. Schedule set by the Recreation & Services Manager