



## NOTICE OF HIRING

### Adair County SB40 Developmental Disability Board Youth L.I.F.E. Program Staff

The Adair County SB40 Developmental Disability Board is now accepting program counselor applications for the Youth L.I.F.E. Program. Energetic, experienced, organized, person-centered, and team-oriented staff are needed to support adolescents who are 13-15 years of age and have Intellectual/Developmental Disabilities. **These are all temporary summer positions.** Staff hours for the Youth L.I.F.E. Program will be, Monday-Friday, 8:45 a.m. – 3:15 p.m., July 8<sup>th</sup> – August 1<sup>st</sup>. All necessary training will be provided. Training dates prior to the start of the program will be announced once staff have been hired.

#### **Job Descriptions:**

**Program Counselor** - Counselors are responsible for providing continuous staffing and support to adolescents with Intellectual/Developmental disabilities, participating in the Youth L.I.F.E. Program. Duties may include, but are not limited to: modeling appropriate behavior, relationship and social skills, leading group activities, assisting individuals with participation in all activities designed and led by the Program Teacher, ensuring the health and safety of program participants, recording notes of student activities and participation throughout the program and other tasks as assigned.

#### **Required Qualifications:**

- High school diploma or equivalent
- At least 18 years of age or older
- Reliable transportation to work
- Team-oriented
- Responsible
- Detail oriented
- Person-centered
- Strong communication skills

#### **Preferred Qualifications:**

- Experience working directly with people with Intellectual\Developmental disabilities through educational or community-based programs
- Some college education and/or training about supporting people with disabilities
- Current Class E (chauffeurs) License
- Current CPR/First Aid Training
- Current Level 1 Med Aide Certification or equivalent

Qualified applicants should submit a completed application to Adair County SB40 via email at [clc@sb40life.org](mailto:clc@sb40life.org).

Applications will be accepted until all positions are filled. Interviews of qualified applicants will begin as applications are submitted.

*The Adair County SB40 Developmental Disabilities Board is an Equal Opportunity Employer.*