



NOTICE OF HIRING

Adair County SB40 Developmental Disability Board

Youth Employment Program Staff Needed!

The Adair County SB40 Developmental Disability Board is now accepting applications for the Youth Employment Program. Energetic, experienced, organized, person-centered, and team-oriented staff are needed to support adolescents who are 13-18 years of age and have intellectual/developmental disabilities. Applications will be accepted for the following positions: Counselors, Nursing Staff, Program Skills Teacher, SB40 Community Learning Center Staff, and Van Driver/Substitute Counselor. **These are all temporary summer positions.** The Youth Employment Program will run daily, Monday-Friday, 8:45am – 3:15pm, June 1st through July 31st, with the week of June 29th – July 3rd off. All necessary training will be provided. Training dates will be May 26th – 29th, 2020, 8:00am-5:00pm. **Daily work hours for the SB40 Community Learning Center staff will be dependent upon the needs of the Center.**

Job Descriptions:

Program Counselor - Counselors are responsible for providing continuous staffing and support to adolescents, with developmental disabilities, participating in the Youth Employment Program. Duties may include, but are not limited to: modeling appropriate behavior and social skills, job coaching, teaching life skills, leading group activities, and assisting individuals with participation in activities such as crafts, swimming, outdoor sports, volunteering, and more.

Program Nursing Staff - Nursing staff are responsible for medication distribution, oversight of health needs and concerns for program participants, and maintaining medical records for all program participants. Duties many also include, but are not limited to: assisting with program activities, taking daily attendance, teaching appropriate health and self-care skills, etc.

Program Skills Teacher - The Program Skills Teacher is responsible for coordinating and teaching skills classes throughout the program including employment skills, soft skills for employment, social skills, and some life. Duties may also include, but are not limited to: planning and leading recreational activities, substituting for counseling staff, taking daily attendance, etc.

Program Van Driver/Substitute Counselor - The van driver is responsible for transporting program participants and staff throughout the community as needed to access job/volunteer sites and recreational opportunities. The driver is also responsible for all oversight of the van including gas levels, needed repairs, or any other concerns. Duties may also include, but are not limited to: substituting as a counselor when assigned by the Program Director, assisting program participants with various activities throughout the day, assisting with daily setup and cleanup, etc.

SB40 Community Learning Center Staff - The SB40 Community Learning Center staff will assist the Community Engagement Specialist with the daily activities and running of the Center.

Required Qualifications:

- High school diploma or equivalent
- At least 18 years of age or older
- Reliable transportation to work
- Responsible
- Detail oriented
- Strong communication skills
- Current Class E Chaffeur License (min.) - Van Driver
- Current LPN or RN License - Nursing Staff

Preferred Qualifications:

- Previous experience working with and supporting individuals with intellectual/developmental disabilities
- Previous experience working with youth summer programs/camps
- Some college education

Applications for employment will be available at the SB40 Community Learning Center at 1107 Country Club Drive, Kirksville, MO 63501 and will be accepted through 5:00pm Friday, May 1st, 2020. Applications can also be found on our website; <http://sb40life.org>. Interviews of qualified applicants will be held until all positions are filled.

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