

Full-time direct support positions

Job Analysis: This is a non-professional position assisting an Adult Day Training Program Manager in adapting a program to fit the educational and social needs and abilities of individuals being served by The Arc of Volusia. This person provides direct care to clients and assists training clients in the areas of self-help, daily living, socialization, leisure, basic academic skills, human growth and development, and motor and communication skills.

QUALIFICATIONS:

- The desire to assist people with disabilities.
- Experience in the developmental disabilities field preferred.
- Must have High School Diploma or equivalent.
- Must have valid Florida Driver's License.
- Must have valid vehicle insurance.
- Good communication skills and ability to follow verbal and written instructions.
- Ability to communicate effectively both verbally and in writing.
- Ability to write reports and business correspondence.
- Ability to establish and maintain effective working relationships with employees and other agencies and individuals to help develop and follow agency procedures and collaborative services.
- Ability in working with persons with disabilities and ethnically diverse people of all ages, without regard to sex, race, religion or socioeconomic level.
- Ability to work well within a team environment.
- Ability to complete assigned tasks.
- Ability to work on various tasks simultaneously.
- Ability to maintain a positive attitude.
- Ability in problem solving and decision making.
- Good organizational skills.