



Special Abilities of North Texas

Special Abilities of North Texas is a 501(c)(3) charitable nonprofit organization that provides the highest quality care, training, and support to adults with special needs, giving them opportunities to succeed in life, family and the community.

We provide basic care needs and life skills training to citizens with disabilities such as Down syndrome, autism, cerebral palsy, Asperger's, traumatic brain injury, and other intellectual and developmental disabilities. Our clients span across Denton, Tarrant and Dallas Counties and come daily to either of our two training centers in Lewisville or Flower Mound.

JOB DESCRIPTION

Job Opening: Program Assistant

Job Location: 1511 Justin Rd, Suite B, Lewisville, TX 75077

Job Type: Part-time (less than 30 hours a week)

JOB SUMMARY: The program assistant will be responsible for providing instruction, training, life skills development, supervision and care to clients with special needs. They will develop and teach lesson plans to clients incorporating our five program pillars: Vocational Training, Creative Arts, Community Inclusion, Independent Living Skills, and Health & Fitness. Duties also include assistance with feeding, incontinent care, and lifting. Hours are flexible, between 7:30 and 5:30 Monday thru Friday. This position pays \$10.50 per hour.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Develop lesson plans incorporating the five program pillars and following weekly themes.
- Teach lessons to clients.
- Assist clients who need hand-over-hand help with classroom activities.
- Provide wheelchair assistance.
- Move clients throughout the building as needed.
- Provide incontinent care and toileting for clients as needed.
- Feed clients who are unable to feed themselves.
- Assist clients who use adaptive tools for feeding.

WORKING CONDITIONS: Pleasant, well lighted, air-conditioned work environment.

PHYSICAL REQUIREMENTS:

- Must be able to stand and walk for extended periods of time.
- Must be able to lift upwards of 100 lbs. with assistance.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- High school graduate or equivalent.
- 1 year of working with people with special needs required.
- Must be able to communicate in English effectively, written and verbal.

TO APPLY, EMAIL YOUR RESUME AND COVER LETTER TO hr@specialabilities.net.

