



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 Title:** Program Services Assistant (part-time)

**Hours:** Monday – Friday 9 AM – 3 PM

**Reports to:** Director of Program Services

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

**Job Summary:** Completes weekly service logs for each client. Scans all service logs once completed. Submits service logs to the finance manager at the end of the month for billing purposes. Follows the mission, vision, philosophies, policies and core values of Special Abilities of North Texas.

### **Principle Duties and Responsibilities:**

- Accurately complete service logs for each client on a weekly basis.
- Scan all service logs once completed.
- Submit service logs to the finance manager for billing purposes at the end of each month.
- Assist with checking clients in and out of the facility.
- Ensure that client files are up to date.
- Assist with scanning intake packets for incoming clients.
- Assist with taking photos of clients in classes for social media.
- Additional duties as assigned.

**Working Conditions:** Pleasant, well lighted, air-conditioned work environment.

### **Physical Requirements:**

- Must be able to stand and walk for extended periods of time.

### **Education Requirements:**

- High school graduate or equivalent.
- Must be able to communicate in English effectively, written and verbal.