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**Day Program Specialist – Job Description**

**Job Title:** Day Program Specialist

**Reports to:** Day Program Coordinator

**Work Location(s):**  San Mateo, CA

**Shift(s):** Weekday shifts available

**Compensation:** $12.00 - $13.00 an hour

**Employment Status:** Part-Time/Non-Exempt

**Position Description**

With guidance and direction from the Day Program Coordinator, the Day Program Specialist provides 1:1 community-based day program for individuals with developmental disabilities with behavioral challenges. The Day Program Specialist provides support services and teaching in a manner that ensures the health and safety of the individuals served. This opportunity requires a creative high-energy person with a passion for learning and working with people with developmental disabilities. See job duties and responsibilities below:

**Duties and Responsibilities**

* Provide adaptive skills training to clients in areas of daily living, including, but not limited to following activities: shopping, budgeting, safety awareness, community access, positive relationship building, physical fitness, positive recreation, conflict resolution, anger management, coping skills, resisting peer pressure and maintaining a clean and healthy living environment;
* Provide supervision and redirection to prevent the manifestation of maladaptive behaviors that may lead to recidivism;
* Create and maintain client weekly activity schedule;
* Monitor client progress towards Individual Service Plan (ISP) objectives by maintaining and submitting weekly progress notes;
* Recognize unusual or threatening conditions related to persons with disabilities and resolve issues if necessary;
* Complete Special Incident Reports as needed;
* Provide instruction regarding client rights and self-advocacy;
* Keep First Aid/CPR current and attend required training and staff meetings;
* Other duties as assigned by the Lead Community Support Specialist;

**Minimum Job Qualification**

* Must pass fingerprint background check (Child Abuse Index, Criminal Record Clearance);
* Must be 18 years of age;
* Possess a valid California state driver’s license;
* Recent, clean TB test and health screening (within one year);
* First Aid/CPR certification required (within 2 weeks);
* Clean DMV printout and proof of auto insurance;
* Ability to work independently and display good independent judgment;
* Strong time management skills, patient and detailed oriented;
* Ability to utilize critical thinking skills in decision-making situations;
* Excellent oral communication skills;
* Fluent report writing skills;
* Strong interpersonal skills and the ability to interact with clients, parents, social workers, fellow workers, and others in a positive and constructive manner;
* Willingness to work flexible hours including nights and weekends to meet client needs;

**Benefits Available to Employees:**

* Paid time off
* Paid company holidays
* Health insurance for medical and vision coverage and dental coverage
* Recognition and incentive programs

**Physical Demands:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions. The noise level in the work environment is usually quiet and, at all time is within safe OSHA standards

**About the Company:**

Omelagah, Inc. is a family-owned company providing community-based support to individuals with developmental disabilities in Northern California. Our mission is to provide supports and services for individuals with developmental disabilities with an emphasis on working with individuals with developmental disabilities who have had involvement in the criminal justice system. We are passionate in our belief that all people with developmental disabilities deserve the right to live and thrive in the least restrictive community setting. We strive to improve the lives of the people we support and the communities they live in, through the implementation of structured community-based programs. We achieve our mission through the following services: Supported Living Services (SLS), Residential Services and Individual Day Programing Services. For more information, please visit us at [www.omelagah.com](http://www.omelagah.com)