



Community Living Support Aide

SUMMARY:

Will work with persons served in Supportive Community Living, Connections Social Recreation, and family homes. Duties will include meal preparation, personal care, cleaning, individual programming, supervision, and transportation. This is a part-time position with variable hours. Applicant must be able to work evenings and weekends. On-the-job training is provided.

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Six months experience working with adults diagnosed with intellectual and developmental disabilities or mental illness, preferred.
3. Must display good observation and judgment skills.
4. Demonstrated ability to understand and communicate written and verbal information; write reports, effectively present information and respond to questions from groups of employees, families or persons served, and the general public; perform a latitude of projects at one time and be accountable for continued progress; meet rigid deadlines and perform quality work in an efficient manner; and work cooperatively with agency employees, persons served, and the general public.
5. Basic computer skills necessary, with experience utilizing Microsoft Word and Outlook programs.
6. Appointment is subject to driver's license and criminal background check. Must be at least 18 years of age, maintain a working telephone, possess a valid driver's license, and provide own transportation.

SALARY:

Non-Exempt | Non-Union | \$15.35 - \$18.55 Hourly

WORK HOURS:

Part Time | Contract | Variable Hours

PRIMARY LOCATION:

Sault Ste. Marie, MI

HOW TO APPLY:

At: hbhcmh.org/jobpostings.html
or **Email:** mmarble@hbhcmh.org
or **Fax:** (906) 635-3760

DEADLINE:

Open Until Filled