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## **Job Description: SLATE Inclusion Assistant**

The inclusion Assistant will assist the Group Leader in providing instruction and implementation of specific evidenced based practices to social group participants.

### **Hours, Salary, and Benefits:**

Part Time, hourly non-exempt position, working between 5-15 hours per week at \$18.00 per hour. Paid Sick Leave

**Supervisory Responsibilities:** None

**Reporting Supervisor:** Vendored Program Manager

### **Duties and Responsibilities:**

- Carry out assigned tasks as directed by the Group Leader and provide support during social skills activities
- Implement behavior strategies under the direction of the Group Leader, to effectively maintain a safe learning environment
- Facilitate ongoing appropriate interaction between typical peers and children with autism, intellectual disabilities, and/or developmental disabilities.
- Communicate professionally and confidentially with program staff, both written and verbal, to provide seamless and transparent communication between all parties
- Monitor and record anecdotal information for reporting purposes for the Group Leader to use towards the end of session Individual Service Plans
- Keep and summarize statistical data for the Group Leader
- Participate in the development of curricula to improve social functioning
- Assist participants with basic hygiene standards, including toileting, hand washing, and other activities necessary for maintaining personal hygiene
- Maintain confidentiality of participant records and information
- Participate in group meetings and staff development training as assigned
- Participate in all community outings under the direction of the Group Leader

### **Required Skills and Abilities:**

- Excellent verbal and written communication skills
- Excellent organizational and problem-solving skills
- Excellent time management skills
- Ability to function well in a high paced and stressful environment

### **Education and Experience:**

- High School Diploma
- At least 1 years' experience working with children with autism, intellectual disabilities, and/or developmental disabilities.

### **Physical Requirements:**

- Prolonged periods of walking, standing and kneeling
- Must be able to lift up to 50 pounds