Family Works Programs, a social service agency, is seeking a qualified and skilled individual to become a Program Support Specialist for our Developing Abilities Program; a program providing direct care and community experiences to young adults with developmental disabilities.

The Program Support Specialist is a full time, salaried position.
- The position is primarily second shift with weekend on-call responsibilities.
- A minimum of four shifts per week are scheduled.
- Additional hours are filled by picking up open shifts within the program.

The Program Support Specialist’s basic responsibilities are to provide direct care to individuals in their homes including:
- Engaging the individuals in activities
- Assisting with personal care
- Transporting to activities
- Preparing meals and completing household chores

The Program Support Specialist will also provide support to the Program Coordinators including:
- Filling open shifts (must be available for any open shifts)
- Training direct care staff
- Grocery and household shopping
- Managing paperwork

Minimum qualifications for Program Support Specialist include one of the following:
- A Bachelor’s or Associate’s Degree from an Accredited College in a Human Service related field.
- Two years direct care experience with individuals with developmental disabilities.

Supervisory experience is preferred.

Annual starting salary $30,000. Health, dental, 401(k), short-term disability, long-term disability, company sponsored life insurance, and other benefits are available to eligible employees working thirty or more hours per week.

Candidates must be 21 years of age, possess a valid driver’s license and have a reliable vehicle (with insurance) that could be used to transport to clients (mileage reimbursed). Candidates driving record must be impeccable and qualify with our insurance company to drive company vehicles, as well. Candidates are subject to pre-employment background checks, drug screens, health examinations, and reference checks.

We are an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability with respect to employment opportunities.

This is a newly created position within the Developing Abilities Program. Incremental changes may be made to job responsibilities in the development process.

Please send your resume and cover letter to Amanda Siefert at amandas@family-works.com for consideration.