

Employment Opportunity

Position Available: *Consumer Service Assistant*

Location: Adult Training Center - East Orange, NJ

Reports to: Team Leader

Summary: Assists Team Leader to support consumers in pursuit of their IHP goals

Key Responsibilities:

1. Serves on team within designated area of responsibility to determine daily program activities for each individual
2. Assists consumers to achieve greatest degree of independence by supporting participation in program activities providing opportunities for choices at all times; may provide one-on-one tutorial attention to consumers in pursuit of IHP goals and objectives
3. Assists consumers with personal needs including transferring, toileting, cleaning, grooming and feeding
4. May collect and record data; assist in maintaining daily progress notes or other consumer program-related records
5. Attends and participates in staff meetings, individual supervision meetings and trainings as assigned; may be required to attend off-site trainings, staff meetings and conferences
6. May drive a van route, serve as a van aide, or serve as a substitute van driver or aide when assigned by a supervisor or transportation coordinator

Requirements:

- HS diploma and previous experience working with developmentally disabled students preferred.

To Apply:

All interested applicants should direct resumes and inquiries to:

CPNJ
Attn: Human Resources
515 Valley St.
Maplewood, NJ 07040
hrdept@cpnj.org
Fax: (973) 763-9905

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