



Westmoreland County Blind Association

VISION BEYOND THE ORDINARY

Program Specialist

We are seeking a Program Specialist to join the Work Activity Center. This person will be responsible for the operation and administration of the programs, services, and production activities relating to the employment of multi-handicapped clients.

Requirements:

- Minimum of an Associate's Degree in Social Work or related field with at least 4 years' experience working with physically/intellectually challenged individuals
- Bachelor's degree in Social Work, Human Services, or related field preferred with at least 2 years' experience working with physically/intellectually challenged individuals
- Proficiency in Microsoft Office Applications – Word, Excel, and Outlook
- Valid Pennsylvania Driver's License
- Effective communication skills, documentation skills, and interpersonal skills
- Ability to complete Criminal Background check and drug/alcohol screening

Responsibilities:

- Scheduling and attending meetings involving caseworker, parents and caregivers
- Working towards productivity, training and vocational development
- Address all concerns and questions about needs of individuals
- Assuring that the agency complies with all waiver standards
- Maintain compliance with ISO standards and procedures
- Assure provider qualifications are valid
- Assure ongoing compliance with HCSIS, PROMISE and SSD maintenance is correct
- Preparation of individual client plans which include:
 - Establish long and short term goals for each client
 - Summarize results of planning meetings and providing to caretakers, parents, caseworkers, etc.

WCBA is an Equal Opportunity Employer

The wage rate, depending on experience, will be in the range of \$13.00 - \$14.00 an hour.

Also health coverage, paid time off and a retirement savings plan will be offered after completion of probationary period.



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