



Westmoreland County Blind Association

VISION BEYOND THE ORDINARY

Reports to: Program Manager

Summary

Provides general support and supervision to individuals with multiple disabilities and visually impaired clients of the WCBA. Also responsible for staff supervision, leadership, coordination of activities and other duties as assigned.

Duties and Responsibilities

- Supervise Direct Care Workers and manage related employees under the direction of the Program Manager
- Create and implement daily schedule for staff
- Coordinate and organize daily lesson plans and activities for the Adult Training Facility clients
- Provide arrangements and support for field trips, community activities and other socially beneficial extra-curricular projects
- Assist with client's personal care needs as necessary (restrooms, eating, grooming, etc.)
- Assist with the planning and execution of facility events (Holiday parties, fundraising, etc.)
- Attend Multidisciplinary Team Meetings along with the Program Specialist as needed
- Maintain a safe and harassment free work environment
- Maintain compliance with ISO standards and procedures
- All other duties as assigned

Education / Experience

- Associates' degree in social work, social sciences or related field or equivalent experience
- 2+ years working with handicapped or special needs clients

I have read and fully understand this job description.

Employee Signature

Date

WCBA reserves the right to modify, extend, or revise this job description with or without notice.



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