

Lorain County Board of Developmental Disabilities

Murray Ridge Center

1091 Infirmary Road • Elyria, Ohio 44035

POSITION OPENING

ACTIVITY AIDE PT

Location: Murray Ridge Center

QUALIFICATIONS

Minimum:

Must have a high school diploma or GED. Must have basic computer skills.

Must have the ability to develop and implement affordable leisure recreational activities and activities that provide functional skills to individuals with developmental disabilities. Must be able to assist adults with disabilities in various physical activities. Ability to use computers to access and utilize email, the agency database, policy and procedure manuals, forms/templates and the internet.

Must be motivated, energetic, innovative and highly organized. Must possess good oral and written communication skills and have the ability to work effectively as a member of a team.

Must have a valid Ohio driver license and a fully insured, personal vehicle for agency use. Must possess and maintain a good driving record. Must demonstrate continuous satisfactory job performance. Must have a record of reliable work attendance.

Must be able to meet all requirements and obtain all certifications required to perform the job or any aspect of the job, and to access funding for performance of any aspect of that job. Must possess and maintain current First Aid and CPR certification.

Preferred:

Education/training beyond high school, especially in the field of DD. Experience in direct care service, i.e., nursing home, school, etc.

Prior experience developing and implementing affordable leisure recreational activities and activities that provide functional skills to individuals with developmental disabilities.

Prior experience using Microsoft Word and an iPad.

RESPONSIBILITIES

Work with program participants in their assigned work areas, implementing leisure recreational activities and activities that provide functional skills training.

Work with the Activity staff and Activity Committee implementing their ideas in the work areas.

HOURS: 15 hours per week during OVC hours of operation. Flexible as needed.

SALARY: Level 2

PROBATION: 280 calendar days (initial); 90 calendar days (non-initial)

CONTACT: Human Resources Department or hrdept@murrayridgecenter.org