

To Apply: Complete an online General Employment Application and Self-Identify documents at www.ksiinc.org. If you use g-mail or yahoo you will need to print out completed application and fax to 302-422-5848 or e-mail to HR@ksiinc.org. If you need an accommodation to fill out the application please call 302-422-4014.

ACTIVITY SPECIALIST – EXPLORE PROGRAM

CLOSE DATE: 3/10/2020

GENERAL DESCRIPTION: Responsibilities include providing day habilitation services to adults with acquired brain injuries, which will focus on community exploration and development of skills and behavior for greater independence. This position will develop volunteer opportunities and community activities to assist participants in achieving a greater level of community integration. Pay grade 7, starting rate \$12.00 per hour.

ESSENTIAL FUNCTIONS: Develop and schedule volunteer opportunities appropriate to the participants. Assist the participant in exploration and integration into the local community. Provide direct supervision to participants in the program. Transport participants to various programs. Follow all local, state and federal traffic rules and regulations and report all violations within 24 hours. Monitor performance of vehicle and report all suspicious noises immediately to Transportation Manager. Ensure the safety of all individuals in the KSI vehicle. Manage and track daily financial expenditures. Prepare monthly progress reports. Provide training for participants in volunteer positions and establish natural supports at the site for on-going supervision by site personnel. Provides weekly and monthly follow up on established volunteer sites, fill out appropriate documentation. Provide situational counseling/interventions, as necessary. Participates in the ISA process as directed, may attend meetings, review reports, and provide documentation. May be required to work extra or overtime hours which are not within “normal” KSI hours of operations.

PHYSICAL REQUIREMENTS: Physical requirements include the ability to stand, sit, and/or walk for up to 2.5 hours before breaks; must be able to do frequent reaching, bending and stooping; and must be able to do occasional pulling and pushing.

QUALIFICATIONS: High School Diploma or equivalent and at least one year experience working with adults with disabilities. Must be 21 years of age. Applicant must be able to pass a satisfactory Criminal Background check, Adult Abuse Registry check and Child Abuse Registry check and Sex Offender Listing. Applicants must have a valid Delaware driver’s license with no more than two moving violations at time of hire. All Applicants must possess good written and verbal skills.

KSI provides equal employment opportunities to all employees and applicants for employment. F/M/Vet/Disabled/Sexual Orientation/Gender Identity