



JOB POSTING
Community Living Options
Kalamazoo, Michigan
Program Assistant Position

Program Assistant: Community Living Options will be hiring one Program Assistant to assist each Program Supervisor. This position will provide assistance with completion of activities necessary to ensure that consistent and quality support is provided to the consumers served.

The job description follows;

Hours: (Monday-Friday 8am-4pm)

1. High School Diploma/equivalent.

Program Assistant: Community Living Options will be hiring one Program Assistant to assist each Program Supervisor. This position will provide assistance with completion of activities necessary to ensure that consistent and quality support is provided to the consumers served.

The job description follows;

Hours: (Sunday – Thursday 10am – 6pm) or (Tuesday – Saturday 10am -6pm)

☐ **Requirements**

1. High School Diploma/equivalent.
2. Demonstrated computer aptitude.
3. Two years of relevant experience and/or education in a related field.
4. Must be completely trained per Community Living Options policies.
5. Valid driver's license and driving record acceptable to Community Living Options policy.
6. Ability to work with individuals of diverse backgrounds.
7. Ability to work effectively in a team setting.
8. Demonstrated ability to communicate both in verbal and written format.
9. Ability to work flexible hours, including occasional weekends and/or evenings, when necessary.

☐ **Preferences**

- 1 Previous supervisory experience.
2. Experience with individuals with co-occurring disorder.
3. Ability to lift a minimum of 50 lbs.

Salary & Benefits:

\$18.04/hour starting, adjusted based on experience and length of employment with Community Living Options

To apply: Please submit application at www.communitylivingoptions.org employment tab, click apply here.

Resumes can be emailed to mvaden@communitylivingoptions.org

Deadline: Until Filled