

## Yampa Valley Autism

### Staff for STRIDES Transitional Program/DVR Work Readiness Program

**General Responsibilities:** Under the direction of the STRIDES Manager(s), this staff position is responsible for direct services, tracking Individual Education Plans (IEPs) and DVR work readiness goals, curriculum implementation, and meeting student educational needs according to the vision and mission of YVAP.

**Typical Hours and time commitment:** 15-30 hours per week; some scheduling flexibility is possible

#### **Essential Duties and Responsibilities:**

- Work directly with students, maintaining supervision and high safety standards at all times
- Track IEP, DVR, and programming goals for each individual
- Maintain parent and student programming communication
- Schedule and organize structured activities
- Collaborate with Program Directors to meet budget requirements within each program
- Track appropriate scheduling and timekeeping
- Additional duties as assigned

#### **Desired Qualities and Characteristics:**

- Self-motivated, and ability to problem solve independently
- Strong organizational and multi-tasking skills
- Strong written and verbal skills, including email communication
- Proficient with technology including Excel, Google Docs, Microsoft 365
- Compassion, patience, and a desire to work with clients with developmental disabilities
- Experience related to Special Education and Resource Education is desired
- Ability to assist with organizing data
- Active member of the community
- Able to submit and pass a background check
- Gardening experience is a plus
- Bilingual, Spanish-speaking applicants may receive additional compensation

\*Training is available for those with a passion for the field.

**Pay Rate:** \$22.00-26.00/hr DOQ.

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