

JOB DESCRIPTION



Department	Therapeutic Recreation
Location	Pleasant Prairie RecPlex, 9900 Terwall Terrace, Pleasant Prairie WI 53158
Job Title	Special Needs Caregiver
Classification	Hourly/Non-exempt
Pay Range	\$12.00/hr. - \$18.00/hr. PT1218

Job Summary

The Special Needs Caregiver is a part-time position in the Therapeutic Recreation Department and reports to the Therapeutic Recreation Manager. The primary purpose of the Special Needs Caregiver is to provide a safe environment and supportive care for children and adults with disabilities that are participating in the program. The primary responsibility is to provide a safe, positive and enjoyable environment for participants while interacting in a pleasant and professional manner.

Job Duties

- Actively and safely supervise and interact with adults and children participating in the program.
- Provide necessary daily care needs to program participants which may include lifting, feeding, bathroom needs, exercise, and communication.
- Lead program activities such as arts and crafts, leisure activities, group games, and group swimming.
- Ensure that program policies, guidelines, and safety procedures are followed; including program ratio requirements.
- Responsible for daily attendance tracking.
- Maintain professionalism when interacting with parents as well as program participants.
- Assist with answering questions, concerns, and comments from program participants, parents/guardians, and the general public.
- Greet every guest/member entering the program area and strive to create a positive first impression.
- Daily review of the Communication Log Book to remain informed on any new information, policies, or procedures.
- Complete opening and closing procedures including cleaning of the program areas including but not limited to: light dusting, sanitizing, picking up, organizing, etc.
- May operate multi-passenger vehicle to transport program participants.
- Must be able to safely follow all emergency procedures including fire, tornado, lock down and any other emergency that may occur.
- Calmly and safely handle medical emergencies including providing first aid and CPR.
- Participate in and may assist with scheduled in-service trainings and staff meetings.
- Maintain positive working relationship with supervisors, co-workers, parents and participants; promote teamwork and support overall goals of the Therapeutic Recreation Department.
- Consistently strive to follow through or exceed the expectations of RecPlex members and prospective customers.
- Adhere to all department policies and procedures.
- Performs other duties and special assignments as directed within the scope of the Therapeutic Recreation Department.

Physical Requirements

- Must be able to listen and communicate effectively as well and understand operating procedures and written directives.
- High degree of public interaction and communication with exposure to periods of high activity and possible stressful situations.
- Work is performed in an indoor and outdoor environment with exposure to warm temperatures and heavy humidity, slippery surfaces, water and pool chemicals. The work requires long periods of attentiveness, swimming, jumping, standing, sitting, pulling, pushing, reaching, carrying, cleaning, visual monitoring, verbal and written communication, hearing, moving about areas, moderate lifting (15-50 lbs).
- Uniform will be worn at all times while on duty.
- Flexible schedule; hours will be Monday through Friday as set by Therapeutic Recreation Management Staff; some evening or weekend work may be required.

Requirements - educational, certifications and experience

- Must be at least 18 years of age.
- Previous experience with people with special needs is preferred.
- Degree or pursuing a degree in special education, nursing, therapeutic recreation or related field preferred.

- Must have valid driver's license and maintain good driving record.
- Must have or obtain CPR/AED and First Aid within three (3) months of hire.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Village of Pleasant Prairie is an Equal Opportunity Employer.

Rev. 1/2023