

LINWOOD CENTER INC.
3421 Martha Bush Drive
Ellicott City, Maryland 21043

Vocational Assistant

Position Summary

Linwood Center is currently hiring Vocational Assistants for their Adult Vocational Day Program. The Vocational Assistant is responsible for providing support for one or more individuals during their day-to-day activities in Linwood's adult vocational or day habilitation program. The Vocational Assistant is directly responsible to the Vocational Coordinator. Must demonstrate the ability to interact in a professional manner with the public and be able to represent Linwood in the employment arena. The Vocational Assistant must demonstrate a comprehensive understanding of Linwood's philosophy and demonstrate the ability to teach Linwood's methods and philosophy to others.

Minimum Qualifications (Education, Experience, Skills)

- Must be at least 21 years old and have a high school diploma or its equivalent.
- Must have at least 2 years working with individuals with intellectual and developmental disability.
- Must be able to drive, have a valid driver's license and a clean driving record.
- Must be able to complete reports in a timely manner and must demonstrate the ability to organize and properly document that which is required by regulation and by Linwood.
- Must also demonstrate an understanding of adult rights and self-determination and assure that the individuals to whom he/she provides support are afforded these rights.
- Must obtain all trainings as required by DDA and Linwood within the time frames specified.
- A skill set that includes the ability to interface in a professional manner with Linwood staff, parents, school system personnel and other professionals.
- Excellent oral, written and presentation skills.

Please visit Linwood Center's website at: www.linwoodcenter.org to see the full job description.

Linwood Center is an Equal Opportunity Employer