567 Premier Drive
Clyde, Ohio 43410
419-547-3273
Fax: 419-547-3279
www.sandcoind.com

Deadline to Apply: until filled
To Obtain an Application
visit our website at
www.sandcoind.com
or visit our lobby.

Sandco Industries

NOTICE OF AVAILABLE POSITION

EXTERNAL

POSITION:	Part Time – Employment Assistant
DATE AVAILABLE:	August 18, 2017
QUALIFICATIONS:	High School Diploma, Valid Ohio Driver's License with a satisfactory driving record; Valid Auto Insurance, Willing to obtain and maintain Department of Developmental Disabilities required trainings and First Aid/CPR. Demonstrate ability to foster and maintain an A+ attitude within all areas of external/internal interaction.
HOURS:	24 hours per week

DESCRIPTION OF DUTIES:

- Effectively manage a caseload for adults with developmental disabilities who attend Sandco Industries for employment opportunities. Participate in intake and team planning meetings by actively contributing vocational assessments and updates. Monitor individual's monthly production and habilitation goals. Complete annual assessments, monthly documentation, quarterly monitoring, and maintain consumer files. Learn individual service plans.

- Promote positive public relations towards individuals with developmental disabilities in Sandusky County.

- Perform other duties as required.

Sandco Industries Non-Profit Board: Chris Caputo - President ● Aaron Wilson - Vice President ●Sarah Lewis - Secretary ● Taylor Knight - Treasurer ● Kathee Bruno ● Miles Foos ● Russ Kiser ● Jerry Smetzler ● Caleb Wynbissinger

Sandco Industries does not discriminate because of disability, race, color, creed, national origin, sex, gender identity or age.