



**Sandco Industries**

567 Premier Drive  
Clyde, Ohio 43410  
Ph: 419-547-3273  
Fax: 419-547-3279

**Deadline to Apply: Until Filled  
To Obtain an Application, Contact:  
Human Resources Representative  
Sandco Industries  
567 Premier Drive  
Clyde, Ohio 43410  
Ph: 419-547-3273**

## NOTICE OF AVAILABLE POSITION

### EXTERNAL

**POSITION:** Full-Time VHT  
**DATE AVAILABLE:** 1-29-2020  
**QUALIFICATIONS:** High School diploma or equivalent; Valid Ohio Driver's License with a satisfactory driving record; Valid Auto Insurance, Willing to obtain and maintain Department of Developmental Disabilities certification and First Aid/CPR. Demonstrate ability to foster and maintain an A+ attitude within all areas of external/internal interaction.  
**HOURS:** 40 hours per week

### DESCRIPTION OF DUTIES:

- Supervise adults with developmental disabilities. Ensure the needs of the individuals are met including physical, social, and emotional.
- Assigns tasks based upon individual plan, monitor progress toward skill development, and provides recommendations to individual service plan as needed.
- Complete accurate daily documentation: consumer attendance, safety, unusual incident documentation, and other record keeping and reporting procedures.
- Evaluates individual performance; assists with physical mobility, feeding, service plan supports, toileting and bussing needs.
- Assist individuals to engage in planned volunteering, activities or outings.
- Resolves and coordinates solutions of problems between individuals, supervisors, and other personnel. Provide constructive feedback to teach individuals as required.
- Promote positive public relations towards individuals with developmental disabilities.
- Attend all staff meetings, conferences, and in-service trainings.
- Performs other related duties as required.



#### *Sandco Industries Non-Profit Board:*

- Taylor Knight - President • Caleb Wynbissinger - Vice President • Andrea Gibson - Secretary
- Russ Kiser - Treasurer • Chris Caputo • Miles Fooks • Kathee Bruno • Aaron Wilson • Kim Stultz

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