



Position Description

Title: Program Director, Bridges to Independence
Classification: Non-Exempt, Part-Time
Work Schedule: Saturdays, 9-12pm, 12:30-3:30pm.
Start Date: Saturday October 27, 2018
Report to: Program Coordinator
Work Site: The Bridge Center, 470 Pine Street Bridgewater, Massachusetts

Position Purpose:

The Bridge Center is looking for an experienced, patient, outgoing, and professional individual to serve as the Bridges to Independence Program Director. BTI is a weekly program for teens and adults ages 16-22 with high functioning disabilities. The program is split into two branches, BTI: Career, and BTI: College.

Participants in BTI: Career are interested in developing self-confidence and leadership skills to better strengthen their ability to work independently within their communities. This program will provide an opportunity for participants to individually learn about different vocational prospects that could be best for them, based around both self-assessment and formal assessments. Participants will get to work on soft skills for the work place, building resumes, reading job descriptions, and interview prep work. In addition, participants will have lessons based in daily living skills, money management, time management, independent travel, work place etiquette, self-advocacy, self-regulation and more!

Participants in BTI: College are interested in increasing their readiness to transition into a college program, establishing proficiency in independent living skills and gain strategies to help them succeed in the college setting. This program will provide an opportunity for participants to individually learn about different college programs and career paths that could be best for them, based around both self-assessment and formal assessments. Participants will create individualized college and career paths, filling out college applications, writing personal statements, and applying for financial assistance. In addition, participants will have instruction surrounding time management, self-care strategies, growing effective decision making skills, investigating different learning styles and study methods, how to get involved in student life, advocating for themselves, along with learning what resources are available on a college campus; all of these items will help participants transition successfully into the personal, social, and educational aspects of becoming and continuing as a college student.

All BTI participants will have the opportunity to engage in a supervised and structured experiences where they will work on life and social skills needed to succeed in their communities. Participants are provided support depending on their individual needs and are supported by our staff in a 1:3 or 1:4 participant to staff ratio. A director in this program would need to be compassionate, empathetic, and driven to support participants in these new transitions.



Primary Duties & Responsibilities

- Oversee weekly operations both of BTI programs
- Ability and desire to work with individuals with disabilities in an indoor/outdoor setting
- Plan curriculum and daily schedules for BTI in collaboration with the Program Coordinator
- Ability to adapt and create modifications based on participant needs.
- Oversee new participant assessments (in collaboration with the Program Coordinator)
- Goal creation and tracking progress effectively and efficiently. (in collaboration with Program Coordinator)
- Provide daily leadership for staff (i.e. positive attitude, high energy, enthusiastic, effective problem solving skills, etc.)
- Oversee crisis intervention to ensure the highest level of safety for participants and staff
- Develop rapport and effective consistent communication with parents and families
- Collaborate with Program Coordinator to ensure supplies are purchased for lessons.

Supervision

This individual will work under and report directly to the Program Coordinator and will be responsible for the supervision of all Bridges to Independence staff.

Physical Requirements

Moderate physical effort generally required in performing duties under typical office conditions. Some physical effort required when performing duties in the field. This person must demonstrate the ability to, maintain a high level of energy, be comfortable performing multi-faceted projects in conjunction with day-to-day activities and the ability to lift and carry (short distances; up to 15') up to 80 pound occasionally. Requires the ability to physically maneuver over and/or upon terrain, surfaces or physical structures

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience

1. Bachelor's Degree or higher in Special Education, Occupational Therapy, Physical Therapy, Speech Pathology, Recreation Therapy, Social Work, or a related field
2. 2-4 years' experience working directly with people with disabilities required
3. Prior experience working a life skills based program preferred

Special Requirements

1. Demonstrated experience in developing and implementing recreation/leisure activities for people with disabilities.
2. Must have a valid driver's license
3. Must be 21+ years of age



4. Must complete and pass CORI/SORI/NSOPW
5. CPR and First-Aid certified
6. CPI or equivalent certification in de-escalation and crisis prevention techniques preferred

Salary

Pay scale of \$16.00-18.00 per hour based on prior experience.

Interested candidates should submit the following:

- Job application (<https://bridgecenter.campintouch.com/ui/forms/application/staff/App>)
- Resume
- Two letters of recommendation

Please mail/email/fax to:

Abigail Ross

Program Coordinator

The Bridge Center

470 Pine Street Bridgewater, MA 02324

Aross@thebridgectr.org

Phone: 508-697-7557 ext. 12

Fax: 508-697-1529

Position open until filled