



*"Be Part of Something"*

***Join Our Team and Love What You Do!***

If you are looking for **work this summer that is rewarding** and would like to **inspire and assist others in Beaver County** while working in an environment filled with variety, then join BCRC's team for **work that is both fulfilling and purposeful. Your choice to work full time or part time hours.**

Our team engages, inspires and equips clients to overcome vocational barriers and live lives that are more independent through community activities, volunteerism and through job seeking and acquisition.

**In this role you will provide a vital role in the day-to-day work needed to help people with disabilities live, learn, work and engage in their communities.**

**Overview of Job Duties:**

- *Assist in organizing and planning activities within the community to assist adults with special needs to gain independent living and vocational skills.*
- *Provides job and life skill development by promoting independence and community involvement.*

**A typical day might include:**

- o **Coaching** clients in identifying and pursuing employment opportunities including networking with area businesses, researching the job market, resume writing, and interviewing skills.
- o **Equipping** clients to gain independent life skills such as: riding public transportation, ordering at a restaurant, social skills and peer interaction, managing their money, and much more.
- o **Identifying and creating** activities for our clients to reach individual goals through community events or volunteerism.
- o **Providing oversight** in avocational workshop, mobile worksites, or through volunteer opportunities.
- o **Developing** simulated job tasks and conducting vocational classes.
- o **Implementing** vocational and independence based classroom activities with goal-specific outcomes.
- o **Documenting** client case notes and outcomes.
- o **Coordinating client goals** with a Program Specialist.

**Opportunities in Beaver County:**

- o **WIN Services** is typically Mon-Fri daylight between 7:30 a.m. - 3:30 p.m., may require some flexibility to provide support to our clients with evening and weekend employment.
- o **Vocational Workshop** is typically daylight hours Mon-Fri between 7:15 a.m.- 3:15 p.m.
- o **Records Management** is typically daylight hours Mon – Fri between 8:00 a.m. – 4:00 p.m.

