



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Part-Time Instructional Aide

Job Information

Job Type: Part-Time

Pay Rate: \$9 per hour

Program: Randolph/Clay Serv. Center

Location: Randolph County

Posting Date: 5/1/2023

Application Deadline: Open Until Filled

Position Open to: All qualified applicants

***ENTRY SALARY may be adjusted depending upon the selected candidate's qualifications and agency budget considerations. ***

Submit Completed State of Georgia application to Recruiter:

New Horizons Behavioral Health
2100 Comer Ave.
Columbus, Georgia 31904

Fax: (706) 596-5589

Email: jobs@nhbh.org

Website: www.nhbh.org

Job Description

Under supervision, the candidate will work with I/DD population & assist with assigned goals, building manipulative skills, completing daily tasks, assisting with personal hygiene as needed, assisting with lunch preparation and cleanup. The candidate will also complete daily documentation on the daily activities for everyone on caseload, etc. May have to transport individuals.

The position is from Monday to Wednesday, from 8am to 4pm.

Minimum Qualifications:

Completion of a high school diploma or GED. Must have at least two (2) years of experience in the human services field, working with the I/DD population.

Note: Applicants for this position may be required to possess a driver's license.

Preferred Qualifications:

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

New Horizons does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities. An applicant who has a disability which requires special accommodations should contact this office.

NOTE: APPLICATIONS WILL BE SCREENED AT THE PREFERRED LEVEL.

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. We are also unable to contact applicants who are not selected for a position. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by Human Resources to continue the hiring process.

This position is subject to close at any time once a satisfactory applicant pool has been identified.