

Job Title: Closer

Non-exempt, Part-Time (10 hours per week), Reg. hours worked: Monday-Friday 3:30 pm – 6:30 pm

Wage rate range: \$10-13 DOE

Step-In Autism Services of Alaska, L.L.C. offers quality Applied Behavior Analysis programming to clients in the Fairbanks and surrounding areas. Many of our clients are diagnosed with autism spectrum disorder, however we offer services to a variety of individuals.

JOB DESCRIPTION

The Closer shall be able to work successfully both independently and as a team player. The candidate must enjoy working with people, be dependable, and trustworthy. The Closer will assist the Clinical Director and Office Manager by completing cleaning and tidying of the clinic at the end of each day Monday-Friday for approximately ten hours per week. Hours may vary between the hours of 3:30 - 6:30 PM.

Major Responsibilities of the Job:

- Tidy up teaching and activity areas
- Return teaching materials and toys to their proper stations
- Vacuum/Sweep all floors
- Wash dishes and assist in maintaining cleanliness of kitchen
- Sanitize all surfaces
- Empty waste bins and dispose of waste
- Conduct a daily check of all doors and windows to see they are closed and locked
- Carry out any other reasonable duties within the overall function of the job

Requirements:

- High School Diploma or GED equivalent
- Valid AK Driver's License
- Reliable transportation
- Pass Criminal Background Check
- Pass TB Test
- Three Professional References
- Must have a passion for working with children

Preferred:

- Experience working in an environment with children
- Knowledge of HIPAA compliance and client privacy practices a plus, training will be available

Knowledge, Skills, and Abilities:

- Ability to maintain excellent attendance
- Ability to write, speak, and interact clearly and professionally
- Ability to multi-task and easily accept re-prioritizing tasks

PHYSICAL AND MENTAL DEMANDS

Physical Demands:

While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feels or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds.

Mental Demands:

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; observe and interpret situations; work consistently and reliably; and interact with staff, customers, the public, and others encountered in the course of work, some of whom may be dissatisfied or abusive individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those as employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

Step-In Autism Services of Alaska is an equal employment opportunity/affirmative action employer.

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