

# ASPIRE BEHAVIORAL HEALTH & DEVELOPMENTAL DISABILITY SERVICES

## JOB ANNOUNCEMENT

Job Title: INSTRUCTIONAL AIDE Classified _____ Unclassified <input checked="" type="checkbox"/>		Unit and Location of Position: Primus Industries - <b>Albany, Georgia</b>	
Announcement Begin Date: <b>January 4, 2018</b>		Announcement Deadline: <b>Until filled</b>	Telephone #: <b>(229) 430-4433</b>
Position Number: <b>00044458</b>	Pay Grade: <b>07</b>	Annual Salary Range: <b>\$18,611.26</b>	
<b>GENERAL NATURE OF WORK:</b> Under general supervision, ensures progress notes are completed daily. Report any problems or situations that prevent the home from being in compliance with directives from the supervisors, and applicable policies and procedures. Learns preferences of participants to ensure services are person centered. Maintain a clean, healthy, and safe environment.			
<b>QUALIFICATIONS:</b> Must have current Certified Nursing Assistant (CNA) certification. Must possess a valid driver's license and maintain valid auto insurance, able to lift 50 pounds, able to complete Crisis Intervention training; ability to use a computer.			
<input checked="" type="checkbox"/> A pre-employment physical required for appointment to position. <input checked="" type="checkbox"/> A fingerprint criminal records investigation required for appointment to position. <input checked="" type="checkbox"/> Pre-employment drug testing and random alcohol/drug testing required for appointment to position. <input checked="" type="checkbox"/> Males between 18 and 26 years of age required to present proof of having registered with the Selective Services System as required by federal law or of being exempt from such registration. <input checked="" type="checkbox"/> An official transcript required from the college that granted your hours and/or degree. The transcript (Primary Source) will need to be furnished to the Personnel Department.			
<b>ALL RELEVANT INFORMATION IS SUBJECT TO VERIFICATION</b>			
<b>APPLICATION INSTRUCTIONS:</b> Complete application in exact accordance with instructions on how to complete the work history. Describe background in full and make certain application is signed and dated by applicant. Applications must include a telephone number where the applicant can be reached during the daytime. Incomplete applications, applications with insufficient detail, or applications that are otherwise unacceptable may be returned and can result in applicants not being considered for the position.			
APPLICATIONS MUST BE RECEIVED NO LATER THAN THE DEADLINE: PERSONNEL OFFICE ASPIRE BH & DD SERVICES P.O. BOX 1988 ALBANY, GA 31702-1988 FAX (229) 430-1719 For More Information Visit – <a href="http://www.albanycsb.org">www.albanycsb.org</a> <b>NO PHONE CALLS PLEASE! Due to the volume of applications received, we are unable to provide information on application status. Only applicants selected for an interview will be notified. All qualified applicants will be considered; but may not necessarily receive an interview.</b> An applicant who has a disability which requires special accommodation should contact Personnel at (229) 430-4433			
<b>TYPE OF RECRUITMENT:</b> (Mark type of recruitment. More than one type may be selected.) <input checked="" type="checkbox"/> This announcement is open to all qualified applicants. <input checked="" type="checkbox"/> This announcement is open to all current Aspire BH & DD Services employees who meet minimum qualifications for the position. They include one year of continuous employment in current position, no disciplinary actions, investigations or incidents.			
Aspire Behavioral Health & Developmental Disability Services does not refuse services or employment to anyone based on race, color, national origin, gender, disability, age, or religious or political opinions or affiliations.			
THIS POSITION IS COVERED UNDER THE GEORGIA MERIT SYSTEM OF PERSONNEL ADMINISTRATION AND MUST BE FILLED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE STATE PERSONNEL BOARD.			