

**Name:** Program Development Services, Inc. / Administrative Office  
6916 New Utrecht Avenue Brooklyn, New York 11228

**Locations:** *Multi locations at project buildings*

**Salary:** \$ 17/ hourly

**Position:** Patient assistants

**Model:** In-Person

**Working schedule:** Full time; Part time schedule 2 days / weekends

**Requirements:** High school diploma English/Spanish/Chinese, basic computer skills

**Job duties:** Provide basic training in Activities for Daily Living including toileting, bathing and eating skills. • Ensures a safe training environment. • Make suggestions for further training. • Ensures all aspects of the individual's developmental needs are addressed including behavior management, communication, nutritional well-being, medical care and socialization. • Provides an environment conducive to learning new skills. • Ensure the cleanliness of the residence and program areas as they are used throughout the day. • Prepare, along with engaging individuals in the preparation of meals, serving and clean up after meals. • Encourages positive interactions with housemates, staff and neighbors. • Encourages community integration through activities conducive to learning that can be reinforced through participation in neighborhood activities. • Take individuals to various recreational and community inclusive activities throughout the day. • Advocates for holistic care for individuals to include requests for clinical services as needed. • Administers and documents medication administration as per AMAP training and Doctor's orders. • Notifies site nurse/management of any changes in medication, consumer condition or health. • Handle emergencies as they occur and notify appropriate supervisor/management and staff.