

CLIENT SERVICES ASSISTANT

VARC, Inc. is currently recruiting for a Client Services Assistant at our Corporate headquarters in Viroqua! The Client Services Assistant:

- Provides case assistance for assigned clients.
- Provides training to clients and monitors individual progress, as directed by supervisor.
- Relays client information consistently regarding overall status and wellbeing of clients.
- Schedules meetings with referral agencies, parents, and guardians, as directed.
- Assists clients in entering and exiting all transportation vehicles.
- Receives and completes incident reports for approval by the supervisor.
- Coordinates and obtains client referral paperwork as directed by supervisor.
- Provides continuous supervision during break times and lunch periods.
- Assists in coordinating client transportation, as directed by supervisor.
- Assists with client's personal cares and hygiene needs (which may include feeding, toileting, etc.), as directed by supervisor.
- Observes work of clients for quality and adherence to production requirements.
- Assists with crisis prevention/intervention plan and response.
- Assists with Vocational Skills training as needed.
- Maintains safe, neat and orderly work areas.
- Attends continuing educational programs with recommendation of supervisor.
- Accepts other duties as assigned.

Qualifications

Experience in working with individuals with varying abilities. Possess good communication skills. Ability to work effectively in a professional manner with individual clients, parents/guardians, other service providers, staff and employers.

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life and Short-Term Disability Insurance
- Paid Holidays
- Vacation and Sick Accrual
- 401K Program
- Paid Training
- \$11.05 per hour.



TO APPLY, PLEASE VISIT
www.varcinc.com
OR SEND RESUME TO

1133 Nelson Parkway, Viroqua.

Applications accepted until position is filled. EOE.