



## **Support Assistant**

**JOB TITLE:** Support Assistant

**PROGRAM:** Multi

**LOCATION:** Wichita, KS

**TYPE:** Exempt

**TIME:** 20-25 hours per week, some evenings and weekends

**PROJECT COMPENSATION:** \$17-20

### **Role Description**

The Down Syndrome Society of Wichita is seeking a compassionate and creative Support Assistant to support inclusive programming for individuals with Down syndrome of all ages. Working alongside the organization's team, this role helps build engaging experiences that promote learning, independence, and community connection.

This hands-on position involves supporting activities, assisting with planning and preparation, and fostering a positive, welcoming environment. The ideal candidate is responsible, patient, energetic, and passionate about making a lasting impact in the lives of others.

The Support Assistant will also provide support for additional programming, including but not limited to program planning, support of program participants, and other duties as assigned.

### **Job Functions include, but not limited to:**

- Positive respectful communication with parents, participants, staff and support team
- Communicate participant/family needs or concerns to appropriate staff
- Provide general administrative or operational support across the organization, as directed by the Executive Director
- Assist with organization-wide events or initiatives when requested
- Support communication tasks such as reminders or basic participant outreach, as directed.
- Help maintain organized program materials and supplies.
- Provide program delivery support, including execution of programs. This may include support of staff and facilitators during program sessions, workshops and events.
- At times, will facilitate events, sessions and gatherings as directed by program leads, or Executive Director.
- Monitor participant engagement, progress and individual support needs during programming
- Follow established plans, schedules and directives from program leads and/or Executive Director during delivery
- Assist with preparation, clean up and reset of spaces during programs
- Possible transportation of participants to activities in provided vehicle, along with pulling of food trailer
- Space maintenance and usage oversight

- Event space maintenance and usage oversight.
- Light clean up and daily preparation for program participants
- Additional duties as assigned.

**The successful candidate will fulfill the following requirements:**

Self-starter is a must. Strong multi-tasking skills- have an understanding of Down syndrome and those with special needs - A friendly, energetic and outgoing personality - Strongly motivated and ability to have positive interactions with others – Ability to respond effectively to escalated or tense situations – Timely - Strong communication skills – Strong observational skills - Organizational skills – Must demonstrate ability to be tactful and assertive

**Requirements**

Must have at least two years of educational completion. May be substituted for at least 5-7 years of applicable experience.

Must pass a background check

Must have dependable transportation and a valid Driver's License

Must have clean driving record – background check required

Must have access to a cell phone and texting capabilities

Must be able to lift 50 pounds

Preferred prior experience with individuals with Down syndrome

Preferred food service experience

**Working Conditions**

Indoor and outdoor working conditions. Ability to provide assistance for light physical exercise and involved activities. Lots of standing. Fast-paced environment.

**Submission Guidelines**

Provide a current resume

Provide two references (1 administrator or professional reference; 1 personal (non-relative). Email submissions to [info@dsswichita.org](mailto:info@dsswichita.org) or mail to 734 S. Washington Ave., Wichita, KS 67211.

*The information provided is a general overview of the position. It is not intended to provide a comprehensive description of all job duties and assignments.*