



**Job Opportunity**  
**Adult Day Services Facilitator**  
**Full time; Monday - Friday**  
**8:15-3:15**  
**Approximately 35 hrs/week**  
**Updated: January 30 2018**

**Do you like working with people?**  
**Do you like being out in your community?**  
**Do you like helping people learn new things?**

**Then this type of job might be for you!**

**Job Summary:** Organize and provide opportunities and supports to individuals with developmental disabilities in community settings, allowing participation in recreation, education, employment, volunteerism and adult life responsibilities.

**CORE Responsibilities:**

- Support individuals with implementation of meaningful activities throughout their day in the community.
- Assist individuals to improve job related skills for successful employment.
- Facilitate social integration with other community members.
- Provide personal care assistance as needed/requested.
- Provide transportation.
- Complete all required documentation.

**Key Requirements/Skills:**

- Prior experience in direct care support role and/or with people who have disabilities is preferred.
- Excellent interpersonal and communication skills – oral and written.

Valid WI driver's license with clear record

Submit letter of interest outlining applicable skills and experience to [opportunities@portalinc.org](mailto:opportunities@portalinc.org).