



Support Staff Job Description

Mount Jubilee Ministries was established in 2005 as a non-profit 501(C)(3) faith based organization to partner with individuals with intellectual and developmental disabilities, their families and our community to help provide opportunities for productive living. MJM is a grassroots organization commissioned to provide alternative programs and services for the mild to moderate teen and adult I/DD community.

Job Description: Part Time (Hours vary)

Winston Salem location hours are Monday - Thursday 8:00 am - 4:30 pm

Greensboro days of operation are Tuesday - Thursday 8:00 am - 4:30 pm

Reidsville days of operation are Monday, Tuesday, Thursday 8:00 am - 4:30 pm

Education: High School Degree (required) / Four year degree in a human services field (preferable)

Experience: Direct interaction with people with disabilities (camps, school, work, etc.)

Pay Rate: \$12.60 p/h

Job Brief: MJM is looking for a ministry-minded person to fill a part time or full time support staff position. This person will perform a variety of duties including but not limited to individual support, documentation, facilitation of activities and maintaining a safe and enjoyable environment for our day program participants.

Support Staff Responsibilities:

- Assist with daily operations of the day program
- Assist with planning/facilitating field trips, guest speakers, activities
- Maintaining a safe and engaging environment for everyone
- Maintaining certifications and trainings as required by the program
- Assist with maintaining records on progress of individuals served
- Keeping the facility organized and clean
- Assist with implementation of the intern/volunteer program
- Have a passion to know/learn how to best serve each individual (strengths/behavioral triggers, etc)
- Other duties as assigned

"Speak up for those who can't speak for themselves, for the rights of those who need an advocate." Proverbs 31:8

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