



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Part-Time Instructional Aide 2

Job Information

Job Type: Part-Time

Pay Rate: \$7.25 per hour

Program: Columbus Service Center

Location: Muscogee County

Posting Date: 10/10/2016

Application Deadline: Open Until Filled

Position Open to: All qualified applicants

***ENTRY SALARY may be adjusted depending upon the selected candidate's qualifications and agency budget considerations. ***

Submit Completed State of Georgia application to Recruiter:

New Horizons Behavioral Health
1215 2nd Ave
Columbus, Georgia 31901

Fax: (706) 317-5004

Email: jobs@nhbh.org

Website: www.nhbh.org

Job Description

Under close supervision, assists an instructor/teacher with providing comprehensive educational, functional training to consumers. Also prepares instructional materials and maintains order and cleanliness in the learning environment. May assist with meal preparation, field trips, transportation and other activities.

Minimum Qualifications:

Applicant must have a high school diploma or GED. **Must submit proof with application.** Any combination of training and experience which would have enabled the applicant to obtain the necessary knowledge, skills and abilities. Note: applicant for this position may be required to possess or obtain a class I or class III Georgia motor vehicles operator's license.

Preferred Qualifications:

Applicant MUST submit proof of High School or GED completion with application to be considered for employment

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

New Horizons does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities. An applicant who has a disability which requires special accommodations should contact this office.

NOTE: APPLICATIONS WILL BE SCREENED AT THE PREFERRED LEVEL.

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by Human Resources to continue the hiring process. Applicants who are not selected will receive a letter of notification.

This position is subject to close at any time once a satisfactory applicant pool has been identified.