

## Currently Available Position(s)

**Job Title:** Vocational Rehabilitation Aide (Sub)

**Location:** RIDC Park, (O'Hara Township)

### **General Responsibilities:**

Family Services of Western Pennsylvania(FSWP), located northeast of Pittsburgh in O'Hara Township (RIDC Park), is currently seeking a dedicated and enthusiastic person to provide vocational support to individuals with Intellectual and Developmental disabilities, as well as co-occurring disabilities, such as Autism Spectrum Disorders and/or a Mental Health diagnoses. Supports are provided within the Work Adjustment Center located in our NorthCo Vocational Training Facility. The Vocational Rehabilitation Aide Substitute (as needed) is responsible for daily consumer vocational activities as assigned by the Production Specialist. We offer competitive compensation and a Monday through Friday daylight hours. "Women, minorities and persons receiving or who have received services are encouraged to apply." EOE/AA M/F/D/V.

### **Minimum Qualifications:**

**Education and Training:** *High School diploma or an equivalent of education and training as approved by the Chief executive Officer.*

**Experience:** *At least one (1) year of experience working with disabled persons, or at least one (1) year of experience in industry-related work / rehabilitation preferred.*

**Hours Per Week:** 40 hours/week

**Salary:** Competitive

**Submit Resumes to:** You may e-mail us in Word 6.0 or ADOBE PDF formats to [fswp-hr@fswp.org](mailto:fswp-hr@fswp.org) Or send a resume and cover letter directly to:

Erin Rodriguez  
Family Services of Western Pennsylvania  
104 Beta Drive, Suite 1  
Pittsburgh, Pa 15238

### **Future Employment Opportunities**

We regularly hire for a variety of positions, including clinical or direct service, and technical or clerical support. If you have an interest in working in human services, but your skills and qualifications do not match currently available positions, you may send a resume and cover letter to our Human Resources Department, Family Services of Western Pennsylvania, 3230 William Pitt Way, Pittsburgh, PA 15238. Please tell us the type of position you are seeking. When a position becomes available for which you are qualified, you may be contacted for an interview. Due to the volume of inquiries, we regret we are unable to respond individually to all resumes, but your resume will be kept in our Job Bank for six months. Feel free to send an updated resume at any time. We appreciate your interest in Family Services of Western Pennsylvania.

We post on our website, [www.fswp.org](http://www.fswp.org) , positions that are currently available. Please watch for opportunities that match your skills and send your resume directly to the person whose name is provided.

### **Benefits**

- 401(k) Plan
- Employee Assistance Program
- Generous, and flexible, Paid Leave
- Training and Educational Assistance Program
- Fully Paid Disability and Life Insurance Benefits
- medical insurance plan, dental and vision benefits



**FSWP is an Equal Opportunity/Affirmative Action Employer**

**Women, minorities, and persons receiving or who have received services are encouraged to apply.**