



# PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

## INCLUSION ASSISTANT

As part of the Adaptive and Inclusive Recreation program, the Inclusion Assistant provides assistance to participants - children, teens or adults - with physical, developmental or emotional disabilities as they integrate into general Portland Parks & Recreation activities.

## RESPONSIBILITIES

- Consult with Inclusion Specialist to get information regarding participant before start of class.
- Call the family/participant ahead of time to talk about meeting on the first day of activity.
- Arrive 10 minutes before class to meet community center staff, instructor, and participant.
- Provide support to participant during class; this may involve swimming.
- Make adaptations to ensure participant's successful inclusion into class.
- Communicate with parents, instructors, and staff regarding the needs of the participant.
- Enforce rules in clear and positive manner.
- Maintain participant's safety at all times.
- May need to assist youth with toileting and/or changing clothes.
- The Inclusion Assistant does NOT provide transportation to participants.

## REQUIREMENTS

- Must be able to provide own transportation to various PP&R sites located throughout the city.
- Must be at least 18 years of age.
- Must be comfortable doing activities in a pool, pushing a wheelchair, or riding a bus on community outings.

## EDUCATION AND EXPERIENCE

- Knowledge and experience working with children, teen and/or adults with disabilities.
- Knowledge and experience utilizing behavior modification techniques and positive reinforcement.
- Experience maintaining safety and flow of group while meeting needs of child/adult with disability.
- Experience communicating in age-appropriate manner with children and adults.

## PAY RANGE AND WORK WEEK

\$9.00-\$11.00 per hour, based on experience. On-call and scheduled work days, evenings and weekend hours; employee can choose days and hours. Length and duration of classes vary, between 2 – 8 hours during the summer, and between 1 – 4 hours during the school year.

Assignments are per day and/or per week. Average work week during the summer, 2 - 40 hours per week; during the school year is 2 - 20 hours per week.

## APPLICATION

To apply, fill out application and mail to:

AIR – Employment or Fax: (503) 823-4329

426 NE 12th Ave.

Portland, OR 97232-2754

e-mail: Kevin.Mattias@portlandoregon.gov





# Adaptive and Inclusive Recreation

## STAFF APPLICATION

AIR  
426 NE 12<sup>th</sup> Ave.  
Portland, OR 97232  
(503) 823-4328 V/TTY

Position(s) applying for:

\_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Present Address

Permanent Address

Street \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

City \_\_\_\_\_

State/Zip \_\_\_\_\_

State/Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_

Phone ( ) \_\_\_\_\_

E-mail address \_\_\_\_\_

At present address until when? \_\_\_\_\_

Available for work from the date of \_\_\_\_\_ to \_\_\_\_\_

Best time to call is: \_\_\_\_\_

### EDUCATION

High School:
Location:
Last Grade Completed:
Post High School:
Location:
Major Area of Study:
Years Completed: 1 2 3 4 5 6 Degree:

### EXPERIENCE / EMPLOYMENT

Recreation and/or employment experience: (paid or volunteer). Include experience working with individuals with disabilities. Start with most recent.

Job Title: \_\_\_\_\_ Dates: \_\_\_\_\_

Agency Name: \_\_\_\_\_

City/State \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

This supervisor may be called to give a reference on me. Yes \_\_\_\_\_ No \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Job Title: \_\_\_\_\_ Dates: \_\_\_\_\_

Agency Name: \_\_\_\_\_

City/State \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

This supervisor may be called to give a reference on me. Yes \_\_\_\_\_ No \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Job Title: \_\_\_\_\_ Dates: \_\_\_\_\_

Agency Name: \_\_\_\_\_

City/State \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

This supervisor may be called to give a reference on me. Yes \_\_\_\_\_ No \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

**We may call the employers listed above unless you indicate those you do not want us to contact.** You may attach your resume and/or reference letters, along with this completed application.

### CURRENT CREDENTIALS (please check)

<input type="checkbox"/> CPR/First Aid Certification	<input type="checkbox"/> Driver License
Expiration _____	State _____ # _____
<input type="checkbox"/> Life Guard Certification	Other _____
Expiration _____	

## PERSONAL REFERENCES

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Relationship \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Relationship \_\_\_\_\_

## RELATED SKILLS

Please check the areas you have skills in:

- |  |   |
|--|---|
| <input type="checkbox"/> Sign language                   | <input type="checkbox"/> Driving 15 passenger van           |
| <input type="checkbox"/> Assisting people in wheelchairs | <input type="checkbox"/> Transferring people in wheelchairs |
| <input type="checkbox"/> Working with Volunteers         | <input type="checkbox"/> Behavior Management                |
| <input type="checkbox"/> Toileting children              | <input type="checkbox"/> Feeding individuals                |

## INFORMATIONAL QUESTIONS

Please answer the following questions:

1. Why are you interested in this position?

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2. What skills, training or experience qualify you for this position?

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3. Please describe the most severely disabled person or group you have worked with.

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*We cannot guarantee that you will be hired for a position that would meet all of the preferences you indicate in this section.*

Number of hours per week you prefer to work (rank in order of preference):

5-10  10-20  20-30  30-40

Time of day available to work: Morning Afternoon Evening Any Comments: \_\_\_\_\_

Days of week available to work:  Mon  Tue  Wed  Thu  Fri  Sat  Sun  Any

Area of town in which you prefer to work:

N  NE  NW  East County Area  SE  SW  Any

What is most important?:  Number of hours  Time of day  Days of week  Area of town

Other comments regarding your work schedule or in general:

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What is your means of transportation? \_\_\_\_\_

Are you fluent in any language(s) other than English?  Yes  No

If yes, which language(s): \_\_\_\_\_  Speak  Write  
\_\_\_\_\_  Speak  Write

Do you prefer to work with male or female participants? \_\_\_\_\_

What age do you prefer to work with? Check all that apply.

Pre-school \_\_\_\_\_  
Children \_\_\_\_\_  
Teens \_\_\_\_\_  
Adults \_\_\_\_\_  
Seniors \_\_\_\_\_

### HISTORY OF LEGAL INVOLVEMENT

1. Have you ever been convicted of a criminal felony offense? Yes  No
2. Has your driver's license ever been suspended or revoked? Yes  No
3. Is there any fact or circumstances involving you or your background that would call into question your being trusted with the supervision, guidance and care of children and/or adults with disabilities?  
Yes  No

If you answered "yes" to any of these questions, please give an explanation.

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Under the Americans With Disability Act, would you need an accommodation to be able to perform the job duties? Yes No

The information provided in this staff application is true, correct and complete. I understand that if employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that information provided to Portland Parks and Recreation will require verification. These checks will include drivers license and criminal background checks, as well as job and personal references. I give my permission to allow verification of all information given.

Signature \_\_\_\_\_  
Date \_\_\_\_\_

Thank you for your interest in working for the Portland Parks and Recreation Bureau, an Equal Opportunity Employer.

Mail to: AIR – Employment  
426 NE 12<sup>th</sup> Ave.  
Portland, OR 97232-2754

or fax: 503-823-4329