



## MERC

Mentally & Educationally  
Retarded Citizens, Inc

[www.merci.org](http://www.merci.org)

### MAIN OFFICE

PO Box 676  
525 N Chandler Ave  
Monterey Park, CA 91754  
(P) 626.289.8817  
(F) 626.289.8843

### ERNIE'S PLACE

JOHN AND MARY DUCE  
CENTRE  
Residential Homes

### MISSION STATEMENT

*It is the mission of MERC to provide people with severe to profound developmental disabilities the right to an education in life skills, the opportunity to maximize their independence and to advocate for their choices.*

*MERC carries out this mission by investing in highly trained staff to help the people we serve achieve growth in their day-to-day lives.*

*MERC recognizes that some people may need support as members of society. MERC is a partner with the consumer and their families and/or care providers to help provide support, achieve growth and to advocate for their choices.*

MERC is a 501(c)(3)  
nonprofit organization. All  
donations are tax  
deductible.

Fed. Tax ID: 95-2219917

**MERC** is a private, nonprofit agency providing support to adults with developmental disabilities. **MERC** offers community based curriculum programs. **MERC**'s programs include day programs, after school programs, residential facilities and a discovery program for adults. **Benefits** for qualified employees include medical, dental and vision insurance, paid holidays, sick leave, 401(k) retirement program and FSA. **MERC** seeks employees who are motivated about helping people, creative and have a desire to join a dedicated team and want to advance in the field of human services.

Job description for:	<b>INSTRUCTIONAL AIDE</b>
Department:	Instructional
Wage Category:	Non-exempt
Reports to:	Site Coordinator
Job Code:	200
Hours Per Week:	Full Time

### JOB STATEMENT

Assist in the teaching and training of adults with developmental disabilities in the severe to profound range of mental retardation. Help to develop and implement consumers' goals both in the community and classroom. Will assist in facilitating appropriate social behavior. Will assist in documenting progress for each consumer.

### JOB DUTIES

1. Will assist in Ensuring consumer's safety, dignity, and well-being as well as providing consumers with any required help in fulfilling their personal and private needs.
2. Will foster positive relationship with **MERC** Board of Directors. **MERC** staff, consumers, consumers' families and/or care providers, outside persons and/or agencies such as representatives from regional centers, licensing, local governments and the community at large.
3. To assist the instructor in establishing consumer goals for Individual Program Plans and monitoring progress, working in conjunction with the consumers' Individual Program Plan/Individual Service Plan (IPP/ISP).
4. To assist the Instructor in implementing curriculum activities at the appropriate level of the consumer in the classroom and off-site to include: social and recreational, self-care, vocational/pre-vocational, and independent living skills.
5. To assist instructor with consumers' Individual Service Plan, with any documentation required: to include attendance records, incident reports, allocation records, supply requisitions and consumer charting.
6. To perform all other duties as assigned.
7. To attend weekly staff meetings, in-services and training.

### JOB SPECIFICATIONS

1. Minimum high school graduate or equivalent; one year of experience in human services preferred.
2. Ability to express ideas clearly both written and oral grammatically correct English.
3. Bilingual preferred (Especially Mandarin, Cantonese, and Spanish) to include written and oral communication.
4. Current First Aid/CPR certification.
5. Must pass a Criminal Record clearance, including fingerprinting.
6. Must pass a health screening, including a TB test clearance.
7. Current California Driver's License and provide proof of insurance. Please note if you possess a California driver's license you will be placed in the DMV pull system.
8. Ability to perform some lifting, up to 70 pounds per person.

*"open the door to understanding"*