



EVENING ASSISTANT INSTRUCTOR

ABOUT ON MY OWN OF MICHIGAN

[On My Own of Michigan](#) is a metro Detroit nonprofit dedicated to making independent living possible for people with developmental disabilities.

We were founded in 1997 by parents of young adults with developmental disabilities who were looking for, but could not find, independent living options for their children. After much consideration and planning, our founding families worked together to create the option they had searched so long for: a supportive, inclusive community that allowed their children to live the lives of their dreams.

In 25+ years of service to our community, we've helped individuals with autism, Down Syndrome and other cognitive impairments achieve and maintain independence.

A DAY IN THE LIFE AS AN EVENING ASSISTANT INSTRUCTOR

Our Evening Assistant Instructor works part-time (20 hours per week) Monday through Friday from 4 – 8 pm and reports to our Director of Education. Our Evening Assistant Instructor is expected to be a trusted, hard-working, passion-driven team member in helping build our students' independence and providing them with the support they need as part of our Independence Prep and Independence College programs.

Our Evening Assistant Instructor is responsible for supporting, teaching, and guiding our students toward independence. This work includes:

- providing 1:1 and small group support with independent living tasks such as cooking and completing chores in student apartments, as well as with going to activities out in the community,
- providing 1:1 support to students who need ongoing assistance with managing their employment, money, medication, appointments, and transportation,
- working closely with our program team to ensure each student meets their annual goals and monthly milestones, and
- completing timely and accurate documentation.

WHAT YOU WILL GAIN

- Hands-on experience working in the field of special education
- Tailored experiences based on your interests
- Exposure to community-based and experiential learning and teaching
- A collaborative team to work with and learn from
- Experience with a wide array of abilities
- Training and experience with research-backed teaching strategies and curriculum

- A safe place to develop and/or practice your teaching style

ABOUT OUR IDEAL CANDIDATE

We're looking for a motivated professional willing to help our students succeed. Our Evening Assistant Instructor must be available weekdays (Monday through Friday) from 4 – 8 pm.

Personal Characteristics

Our ideal candidate is:

- ✓ flexible,
- ✓ student-focused,
- ✓ collaborative,
- ✓ proactive,
- ✓ reliable and punctual,
- ✓ detail oriented and organized,
- ✓ committed to growth and improvement,
- ✓ a good writer and communicator,
- ✓ able to multi-task,
- ✓ comfortable working with a diverse population and engaging in our equity work,
- ✓ fluent in the language and landscape of special education, and
- ✓ passionate about helping people with developmental disabilities achieve independence.

Educational and Professional Experience

All candidates must have:

- ✓ a bachelor's degree in special education or social work, or be working towards a degree in special education, social work or a related field,
- ✓ at least one year of experience working with individuals with disabilities or in a teaching setting,
- ✓ experience working with neurodiverse individuals at various developmental levels,
- ✓ a clean background check,
- ✓ strong written and verbal communication skills,
- ✓ ability to organize and accomplish project tasks, and
- ✓ ability to work from 4 – 8 pm on weekdays.

Benefits to Look Forward to

- ✓ A starting wage of \$19.50
- ✓ Seven weeks of paid time off each fiscal year
- ✓ A rewarding teaching experience and collaborative environment

We'd Love to Meet You!

If you're interested in becoming our Evening Assistant Instructor, please email your resume to emily@onmyownofmi.org.