DIRECT SERVICE PROVIDER
Classification Level NE 2
Kenosha Achievement Center, Inc.
1218 – 79th Street, Kenosha, WI 53143

Internal & External: 11/2/2026
Hours: 37.5/week
Apply To: Chris Weyker

REPORTS TO: Chief Executive Officer
HAS DIRECT REPORTS? No

JOB SUMMARY:
Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

The Direct Service Provider encourages and supports people with special needs to lead self-directed lives and to participate fully in their community. This position implements person-centered plans toward a life of opportunity, well-being, freedom and contribution. The Direct Service Provider assists people in attaining their goals and making everyday choices around community access and inclusion, physical well-being, relationships, and recreation. The position offers opportunities to share personal talents and requires creativity, excellent communication, and a sincere commitment to improving the lives of people with special needs.

TYPICAL RESPONSIBILITIES:
1. Assist in a variety of activities to engage participants in personal skills, recreation activities, and community integration.
2. Utilize a variety of training strategies and methods to meet the participants' needs.
3. Accompany and monitor participants during community activities.
4. Transport participants in company vehicles.
5. Maintain quality relationships with volunteers, community representatives, and KAC personnel.
6. Complete required paperwork accurately and on time.
7. Contribute input to and develop program curriculum.
8. Maintain a clean and safe environment for participants and coworkers.
9. Train, monitor and provide personal care to assigned participants.
10. Demonstrate flexibility and versatility to changing needs of participants.
11. Assist participants who are getting on and off of buses.
12. Maintain a positive culture/work dynamic when working with other staff and clients, leading by example and sharing best practices with program staff.
13. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
14. Perform other duties as assigned by supervisor.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KAC IS AN EQUAL OPPORTUNITY EMPLOYER
Revised 11/2/2026

DIRECT SERVICE PROVIDER
Classification Level NE 2
Kenosha Achievement Center, Inc.
1218 – 79th Street, Kenosha, WI 53143

MINIMUM QUALIFICATIONS:

- High school diploma or GED
- Auditory, oral, visual, and written communication skills.
- Willingness to work with people with disabilities.
- Valid driver's license and good driving record.
- Ability to utilize computers and technology efficiently.
- Maintain current CPR and first-aid training.
- Knowledge of cultural and linguistic competency principles and the ability to work effectively with culturally diverse staff, consumers and stakeholders.

PREFERRED QUALIFICATIONS:

- Training or experience in planning activities.
- Experience working with people with disabilities.
- Experience with Google Drive, Microsoft Office, and related software.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 75% of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors, taste, and smell is useful.

The employee must lift, push & pull a minimum of 80 pounds infrequently with help, 40 pounds frequently, transfer persons from wheelchairs to alternative positions is necessary, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, weighing and/or measuring, visualizing conclusions, searching for solutions, creating methodologies, managing resources, and evaluating the performance of others.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is level.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

KAC IS AN EQUAL OPPORTUNITY EMPLOYER
Revised 11/2/2026