

HOPE SERVICES

Job Description

5/07 rev.

Position: Instructor, Activity

Classification: Non-Exempt

Salary Grade: 4

Status: Bargaining Unit

Purpose:

Oversees area scheduling, ensuring programs and activities are maintained. Provide services to people with disabilities, which will enable each client to achieve an optimum level of functional independence and will assure referral to special services as required. May, as assigned, provide vocational skills training and/or instruction on activities of daily living. Assures quality of services provided, are consistent with HOPE's mission and values.

Principle Responsibilities:

The following responsibilities represent the essential functions of the position. An employee in this classification is responsible for carrying out the following functions:

1. Acts as a program monitor for assigned clients including communicating with families, presenting staffings, providing guidance to clients regarding work and personal problems, development and implementation of clients incentive plans, providing on-going feedback regarding progress in program.
2. Writes assessments and develops individual program and person centered plans.
3. Develop, implement, and maintain teaching curriculums. Assures training is age appropriate, meaningful, and based on client needs.
4. Provides training and supports in personal self care, including assisting with activities of daily living, feeding, transferring, and toileting.
5. Completes all required paperwork, reports and documentation to assure services to client, customer, and funders are met according to standards.
6. Develop and implement meaningful activities in the community, including providing transportation to and from activities.
7. Provide training and support in offsite vocational settings and/or recreational settings.
8. Assure compliance with all safety and confidentiality standards.
9. Operates machinery and large equipment as needed to support clients and assure completion of tasks.
10. Acts as a mandated abuse reporter.
11. Performs other duties as assigned to assure the efficiency of the program.

Minimum Qualifications:

High School diploma, G.E.D. or equivalent, plus one year of related experience working with people with disabilities in a rehabilitation environment. For licensed day programs: completion and clearance of fingerprints for criminal background check, TB test, physician's report, and First Aid and CPR certification required.

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Reports To: Program Coordinator or Site Manager

Supervisory Responsibility none

Required Knowledge, Skills and Abilities

1. Ability to understand and relate to individuals with disabilities, their families, the community and HOPE personnel.
2. Ability to observe, evaluate, document and communicate verbally and in writing.
3. Ability to develop and use curriculum and instructional media
4. Ability to teach good work habits and social skills to individuals with developmental disabilities.
5. Ability to utilize community resources for client instruction, outings and referrals as needed..
6. Basic computer knowledge.

Physical & Environmental Conditions

Primarily a classroom setting in an educational environment. Regular trips in to the local community, providing transportation, driving large vans. Exposure to weather conditions, dust and pollens. Handling of materials, paper and supplies. Some computer work. Regular support and handling of personal care needs of others, exposure to bodily fluids. Occasional lifting and transferring to and from wheelchairs.