

HOPE SERVICES

Job Description

5/07 rev.

Position: Instructor, Work 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.

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. Provides skills training in a production environment as required for completion of contract work to specification. Supports production through set-up and assurance of quality control to meet turn around targets.
4. Supports community integration and placement of clients through back up of enclaves for assigned clients.
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 non-work activities.
7. Act as primary liaison with assigned customer regarding status and production of product. Provide regular reports of inventory and needs.
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. Completion and clearance of fingerprints for DOJ 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. Workshop positions will require the knowledge and understanding of production techniques and methods, including inventory and quality control.
6. Basic computer knowledge.

Physical & Environmental Conditions

Constant exposure to a production environment, dust, noise, machinery. Constant material handling, standing, lifting and moving materials. Frequent operation of large machinery. Periods of intense concentration during quality control. Some computer work, data entry, report writing. Constant communications with workers.