

**POSTED:** 12/7/2016  
**POSITION:** PROGRAM INSTRUCTOR



**OPEN POSITIONS:** 3  
**DEPARTMENT:** Adult Day Services  
**HOURS:** 35  
**SCHEDULE:** Monday – Friday: 7:30 am – 4:00 pm (various schedules)

**Summary:**

Responsible for the vocational, educational, and community instruction of clients with disabilities within a structured program or their home community.

**Essential Duties and Responsibilities** include, but are not limited, to the following.

- Provide clients with the instruction of all program, recreation, vocational, and community program activities.
- Assist clients with achieving their identified goals and observe progress for each client's assigned to team or program.
- Care for the personal needs (i.e. grooming, transfers, eating, personal cares, repositioning, etc.) of clients.
- Provide one-on-one supervision for clients who present behavioral challenges.
- Document and/or communicate to the Department Designate, observed progress, needs, behavioral changes, and other significant information.
- Transport clients to community activities using agency vehicles, which include vans and mini-buses.
- Develop and maintain relationships with clients, friends, family, and community connections and act as a good role model.
- Administer medication or medical procedures on community experiences.
- Provide routine cleaning, maintenance, and organization of the program area.
- Record daily attendance of clients assigned to team or program.
- Follow all safety policies and procedures.

**QUALIFICATIONS:**

• **Education and/or Experience:**

High school diploma or equivalent and 6 to 12 months related experience and/or training or equivalent combination of education and experience.

• **Certificates, License, Registrations:**

Medication Administration, CPR/AED and First Aid are required. Non-violent Physical Crisis Intervention training must be completed within the first six months of employment.

• **Transportation:**

Essential duties typically require a valid WI driver's license and a good driving record.

*To apply complete an Application or submit a resume to Human Resources:*

*600 Rolfs Avenue West Bend WI 53090*

*[eahlgren@thresholdinc.org](mailto:eahlgren@thresholdinc.org)*

*Please contact Human Resources to obtain the full job description.*