

POSTED: 2/9/2018
POSITION: INSTRUCTOR
DEPARTMENT: Senior Day Services
HOURS: 38 hours
Monday – Friday / 7:30 am – 4:00 pm (scheduled within)



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.

- Develop, plan, and implement program, recreation, vocational, and community activities as assigned.
 - Develop and plan leisure, volunteer, and/or employment experiences in the community based on client choices, including job development and/or coaching.
 - Care for the personal needs (i.e. grooming, transfers, eating, personal cares, repositioning, etc.) of clients.
 - Assist with implementing goals and observe each client's progress assigned to team or program.
 - 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 in the absence of LPN or Department Designate or on community experiences.
 - Provide routine cleaning, maintenance, and organization of the program area.
 - Record daily attendance of clients assigned to team or program. Complete client timecards.
 - Provide direction to Assistant Instructors in the absence of Department Designate.
 - Follow all safety policies and procedures.
-
- **Education and/or Experience:**
High school diploma or equivalent and one year related experience and/or training; or a combination thereof.
 - **Computer / Technology Skills:**
Web based email, Outlook 2010; Internet Explorer; and MSWord 2010,
 - **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. Access to an adequately insured vehicle.