

POSTED: 5/11/2018
POSITION: PROGRAM ACTIVITIES INSTRUCTOR
DEPARTMENT: Special Services
HOURS: 36.5 hours
RATE: \$11.00 per hour



Summary:

Responsible for the planning of social, educational, and community activities for clients with disabilities within a structured program or their home community.

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

- Develop programs, activities and special events for program taking into account the mission of the agency.
- Complete daily program staffing assignments and post.
- Provide one-on-one supervision and support for clients with external work experiences.
- Oversee weekly client external volunteer responsibilities.
- Record daily attendance of clients assigned program.
- Develop and maintain relationships with clients, friends, family, and community connections and act as a good role model.
- Provide one-on-one supervision for clients who present behavioral challenges.
- Assist with the instruction of all program, recreation, vocational, and community program activities.
- Assist in the provision of care for the personal needs (i.e. grooming, transfers, eating, personal cares, repositioning, etc.) of clients.
- Assist with the transport of clients to community activities using agency vehicles, which include vans and mini-buses.
- Assist with program coverage as assigned.
- Administer medication or medical procedures on community experiences.
- Follow all safety policies and procedures.

QUALIFICATIONS:

• **Education and/or Experience:**

High school diploma or equivalent and two years related experience and/or training or equivalent combination of education and experience.

• **Computer / Technology Skills:**

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.