



JOB TITLE: Instructor ABLE

JOB TITLE: Instructor in ABLE (Assisted Behavior Learning Environment) program, a.k.a. BMP (Behavior Management Program)

Hours: 39 hours per week. Monday -Friday

LINE OF AUTHORITY:

- Works in cooperation with other Instructors.
- Is responsible to the Program Director.

QUALIFICATIONS:

- Experience working with people with developmental disabilities and general knowledge of Developmental Disabilities.
- Genuine care and compassion for others.
- Ability to work as a team member.
- Ability to lift or support consumers.
- Must be able to obtain a California class B Driver's license within ninety (90) days from date of hire.
- Must be able to clear Physical Examination including TB clearance for work, California Department of Justice finger printing clearance, drug testing and DMV background search.
- Must be able to obtain CPR, First Aid, Pro-ACT within three (3) months from date of hire.
- Able to work under stress
- Willingness to learn and develop new training skills.
- Willingness to commit to a full-time position.

EXPERIENCE:

- Experience in developing and documenting program plans, tracking and reporting mechanism.
- Experience in helping implement behavioral interventions with the developmentally disabled.
- Demonstrated ability to develop and document individual and group student educational program plans tracking and reporting mechanism.

RESPONSIBILITIES:

1. Develops group schedules, procedures and extra curricular activities.

2. Provides safety for consumers at all times including physical assistance when requested or necessary.
3. Participates in consumer's Individual Service Plan (ISP) development programs.
4. Helps conduct consumer assessments with accuracy.
5. Understands instructions and able to meet changing conditions. Remains calm when under pressure or in a crisis situation.
6. Finds and implement new and better ways of doing things.
7. Performs required tasks well with a minimum of supervision.
8. Maintains a proper personal appearance such as cleanliness, grooming, neatness and appropriateness of dress on the job.
9. Maintains a neat, clean, orderly room environment, and properly uses and cares for all equipment.
10. Is dependable, keeps a good attendance, reports to work daily, on time and conforms to work hours.
11. Follows the Code of Conduct.
12. Works consistently.
13. Conducts individual and group training sessions for all consumers.
14. Is a team player and gives and takes constructive criticism.
15. Helps develop and maintain data and documents on consumer's goals; reports progress in a timely and accurate manner as defined in ISPs.
16. Participates in in-service training and staff meetings.
17. Transports consumers as required.
18. Helps perform behavior analysis for assigned consumers.
19. Helps implement behavioral management strategies for all consumers.
20. Helps contain assaultive consumers when necessary.
21. Supervises and stays engaged to assigned consumers at all times during programming.
22. Other tasks as assigned.



I have received, read and understood the Job Description given to me. I am able to perform the duties as listed in the "Responsibilities" section and have all the qualifications listed in same.

Print Name

Signature/Date