



JOB TITLE: Instructor On Call/ In Home Day Program/ Part-time

JOB TITLE: Instructor On Call, may be assigned to various programs on various locations

LINE OF AUTHORITY:

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

QUALIFICATIONS:

- Experience working with people with developmental disabilities and general knowledge of Developmental Disabilities.
- Genuine care and compassion for others.
- Willingness to work as a team member.
- Capability to lift or support consumers.
- Must be able to clear Physical Examination including TB clearance for work, California Department of Justice finger printing clearance and drug testing.
- Able to work under stress
- Willingness to learn and develop new training skills.

EXPERIENCE:

- 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. Follows group schedules, procedures and extra curricular activities.
2. Provides safety for consumers at all times including physical assistance when requested or necessary.
3. Understands instructions and able to meet changing conditions. Remains calm when under pressure or in a crisis situation.
4. Performs required tasks well with a minimum of supervision.
5. Maintains a proper personal appearance such as cleanliness, grooming, neatness and appropriateness of dress on the job.
6. Maintains a neat, clean, orderly room environment, and properly uses and cares for all equipment.
7. Is dependable, reports to work on time and conforms to work hours.

8. Follows the Code of Conduct.
9. Works consistently.
10. Conducts individual and group training sessions for all consumers.
11. Is a team player and gives and takes constructive criticism.
12. Participates in in-service training and staff meetings.
13. Helps implement behavioral management strategies for all consumers.
14. Supervises and stays engaged to assigned consumers at all times during programming.
15. 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