



Job Title: Instructional Assistant/Independence Facilitator **Date:** October 2022

Department: DTAC Pala/Emeritus/HRS/DTAC **Location:** Alambre/Pala Buildings

Position Reports to: Program Manager **Position Supervised:** None

Pay Range: \$17-\$18.50/hr. (DOE)

Position Summary: This position is primarily responsible for instruction and guidance of persons with Intellectual/Disabilities both on-site and in the community, assisting in the instruction, guidance, and implementation of the ISPs for the participant, as well as implementing participant activities in the areas of hygiene, prevocational, recreational, and general community activities.

Essential Job Functions include but are not limited to the following:

Follows and implements all behavioral and instructional strategies while working with the participant providing instruction in recreational tasks and social interaction including but not limited to forming good habits and a positive attitude

Provides specific social, recreational, physical and occupational instruction and guidance in order to provide a positive learning environment

Accompanies the participant in the community and supervises as they practice social, recreational and community living skills including but not limited to money management skills and safety awareness

Provides reinforcement in choosing various activities, social behaviors, healthy eating habits, communication and grooming skills to ensure continued participant self-development, self-advocacy and participant choice

Maintains accurate and thorough tracking of participant goals and activities and accurately records progress on required charts in a timely manner

Works with clients individually and in small groups reinforcing instruction in program curriculum focusing on client choice, self-sufficiency and self-advocacy

Reinforces instruction in work-training, behavior and self-development encouraging clients to develop self-sufficiency and independence

Monitors client activities and behavior both on-site and in the community

Contributes information to the Assistant Manager, as needed, to be used in client evaluations and progress reports

Implements client goals and objectives, under the direction of the Assistant Manager

Supervises client activities as assigned

Additional Duties and Responsibilities include but are not limited to:

Presents input regarding client barriers, progress and/or problems in order to enable the Assistant Manager to develop appropriate goals and objectives for individual clients

May assist with toileting for those participants who have need for assistance; May also help staff with the toileting of other participants if needed

Completes appropriate reports accurately and in a timely manner

Provides input to the Program Manager on participant evaluations

Promotes a participant-centered culture among staff

Communicates necessary information to appropriate sources

Participates in a variety of meetings and in-service trainings as required

Understand the role of the department and how it contributes to the overall success of Vocational Visions

Treats staff fairly and shows respect to coworkers

Adheres to all Vocational Visions Policies, Code of Conduct and Procedures

Assists in giving first aid and CPR as necessary

Other duties as assigned

Qualifications:

Required Education:

- High School graduate or equivalent
- Valid Driver's License

Preferred Education:

- Some courses in psychology and the education and training of persons with intellectual/developmental and other related disabilities

Preferred Experience

- 1-2 years' experience with persons with Intellectual/Developmental disabilities
- Completion of certified first aid training and updated CPR, as well as CPI training

Working Knowledge of:

- Characteristics and knowledge of adults with Developmental/Intellectual disabilities
- Desire to work with adults with Developmental/Intellectual disabilities
- Ability to assume responsibility and supervise participants
- Ability to cooperate and work in a team environment
- Unique needs of each participant

Physical Requirements/Working Conditions:

This position is not a sedentary position. The essential functions of this job require the employee to be on their feet 50% of their work schedule. Employee works with participants both in a controlled environment and in the community. The employee in this position is required to do the following:

- A. Push and pull wheelchairs with participants on even and uneven surfaces;
- B. Kneel, squat, bend, lift and twist when assisting participant/s with various needs.
- C. Lifting of over 50 pounds.
- D. Agility to implement behavior intervention. This includes but is not limited to walking at a pace to keep up with the participant should the participant attempt to elope;
- E. Ability to stand and/or walk for prolonged periods of time;
- F. Use correct knowledge of CPI techniques and perform those techniques as required;
- G. Knowledge and ability to applying de-escalation techniques or strategy.

The employee in this position also bends, reaches and pushes and pulls file drawers with file records and reports. This position may at times require the use a computer terminal to access input and retrieve data. Finger dexterity may be required.

There may be times when behaviors of a participant cause them to hit, slap, poke, bite or pull at an employee's hair or clothing. Other incidents may also occur. The employee in this position needs to understand that this is part of the job, and while staff works to prevent this from happening there may be instances when it can't be avoided.