

OPPORTUNITIES, INC. JOB DESCRIPTION

Job Title:

HOA RESIDENTIAL DIRECT CARE INSTRUCTOR – WEEKEND

General Description of Duties:

Responsible for performing a variety of tasks related to training of consumers and household maintenance. Non-exempt position.

Qualifications Preferred:

Knowledge, Skills, Abilities: Communication; Developmental Disabilities; Interpersonal; Read and write legibly; Training techniques; Work with limited supervision

Certification/License: Annual TB Skin Test; CPR/First Aid; Valid commercial driver’s license (*or ability to obtain within 90 days of employment*); Van Training

Education: High school graduate or equivalent.

Experience: One year in related field

Benefits: See Personnel Policy 301

Salary/Pay Scale: See Personnel Policy 212

Major Responsibilities and Duties:

Be knowledgeable of consumer service delivery, regulations, and operations.

Be awake, alert and interactive with consumers at all times during your shift.

Provide instruction and supervision for consumers as designated by the Individual Program Plan (IPP) goals and objectives.

Participate in consumer activities, group and individual, both inside and outside the home as assigned.

Assist consumers with the management of behaviors in a professional manner and demonstration of the necessary skills and techniques to intervene effectively if needed.

Maintain all required documentation.

Communicate with Qualified Intellectual Disabilities Professional (QIDP) and/or HOA Program Manager any needs of consumers and/or related needs or activities of the facility.

Be professional when interacting with consumer family members and/or friends.

Participate in the Interdisciplinary Team process by making recommendations and reporting as requested.

Provide transportation for consumers as needed.

Participate in training, in-services, conferences, and seminars as requested.

Follow directions of supervisor, performing other duties as assigned.

Physical Requirements:

Communication – English speaking

Driving vehicles

Hearing for conversation

Lifting up to 50 lbs

Pushing/pulling up to 50 lbs

Reaching overhead and in front of body

Sitting for 1-2 hours consecutively

Standing 3-4 hours consecutively

Stooping, kneeling, bending, twisting, crouching

Use of hand, wrist, fingers

Vision for driving and reading

Walking for short distances

Responsible to: HOA Program Manager

Supervision of: N/A

Performance evaluations are conducted annually. The employee and supervisor use this job description to help evaluate employee performance. At the time of evaluation, the job description is modified if employee job tasks have changed.

I have read and discussed this job description with my supervisor and have been given opportunity to ask questions concerning it.

Staff Signature

Supervisor Signature

Date

Date

Name _____

Job Title **HOA RESIDENTIAL DIRECT CARE INSTRUCTOR – WEEKEND**

SCHEDULE: Exempt or Non-exempt Non-Exempt

Days of the week scheduled: See Schedule Below

Hours scheduled: { } Sat 8a - 8 p or { } Sat 8a-10p **26 Hours**
Check appropriate: Sun8a - 10p Sun 8a -8p
Schedule

{ } Fri 9p – Sat 9a **24 Hours**
Sat 9p – Sun 9a

HOURS MAY EXCEED (26) PER WEEK TO MEET DEPARTMENTAL DEMANDS WHEN APPROVED BY SUPERVISOR.

TOTAL HOURS:

Staff Signature

Date

Supervisor Signature

Date