

**OPPORTUNITIES, INC. JOB DESCRIPTION**

**Job Title:**

**HOA RESIDENTIAL DIRECT CARE INSTRUCTOR**

**General Description of Duties:**

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

**Qualifications Required:**

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.

**Qualifications Preferred:**

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 consumers, 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       | Sitting for 1-2 hours consecutively              |
| Driving vehicles                       | Standing 3-4 hours consecutively                 |
| Hearing for conversation               | Stooping, kneeling, bending, twisting, crouching |
| Lifting up to 50 lbs                   | Use of hand, wrist, fingers                      |
| Pushing/pulling up to 50 lbs           | Vision for driving and reading                   |
| Reaching overhead and in front of body | 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

SCHEDULE: Exempt or Non-exempt          Non-Exempt

Days of the week scheduled:                  See Schedule Below

Hours scheduled:          "insert schedule"

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

TOTAL HOURS:          \_\_\_\_\_ Hours

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date