

**OPPORTUNITIES, INC. JOB DESCRIPTION**

**Job Title:** ADULT SERVICES INSTRUCTOR

**General Description of Duties:**

Responsible for performing a variety of tasks related to training and supervision of assigned consumers, including implementation of the Individual Program Plan (IPP), evaluation of progress, and record keeping. Non-exempt position.

**Qualifications Preferred:**

**Knowledge, Skills, Abilities:** Behavior management; Communication; Computer (including various software applications such as Word); Developmental disabilities; Interpersonal; Operation of Industrial equipment; Read and write legibly; Work with limited supervision  
**Certification/License:** Annual TB Skin Test; CPR/First Aid  
**Education:** High school graduate or equivalent.  
**Experience:** Two years in special education/training or industrial setting.  
**Benefits:** See Personnel Policy 301  
**Salary/Pay Scale:** See Personnel Policy 212

**Major Responsibilities and Duties:**

Be knowledgeable of Adult Day Services and industrial production work.  
Provide work orientation and systematic training for assigned consumers in production tasks.  
Assist consumers with activities of daily living, including the management of behaviors in a professional manner and demonstration of the necessary skills and techniques to intervene effectively if needed.  
Instruct and supervise consumers in the correct techniques of material and equipment handling.  
Prepare work stations for consumers based upon individual needs.  
Participate in IPP process by attending annual reviews and reporting on consumer progress as required.  
Coordinate with Manager and Contract Manager regarding contract and quality requirements.  
Train consumers in daily living skills, including personal/social adjustment training.  
Document accurate work activity records and complete other documentation as required.  
Transport consumers to work sites and return to Adult Services facility.  
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:** Adult Services Program Services Coordinator

**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.*

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Staff Signature

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Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date