

OPPORTUNITIES, INC. JOB DESCRIPTION

Job Title: WAIVER DIRECT CARE INSTRUCTOR

General Description of Duties:

Responsible for performing a variety of tasks related to training of consumer(s) participating in Home and Community based Waiver Services. Non-exempt position.

Qualifications Required:

Knowledge, Skills, Abilities: Communication; Developmental Disabilities; Interpersonal; Read and write legibly; Training techniques; Work with limited supervision. Basic navigational skills for Windows operating system. Ability to write and send professional emails in Microsoft Outlook. Basic use of Microsoft Word and Excel. If we need you to do anything more advanced in Microsoft programs, training will be provided

Certification/License: Annual TB Skin Test; CPR/First Aid; Van training, Valid Drivers' License.

Education: High school graduate or equivalent.

Experience: One (1) year of relevant, supervised work experience with a public health, human services or other community service agency; OR

Two (2) or more years' verifiable successful experience working with individuals with developmental disabilities.

Qualifications Preferred:

Benefits: See Personnel Policy 301

Salary/Pay Scale: See Personnel Policy 212

Major Responsibilities and Duties:

Be knowledgeable of consumer service delivery relating to Home and Community Based Waiver Services (HCBS)

Assist consumer(s) with self-help activities of daily living in a home setting.

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

Maintain all documentation as required.

Communicate with Group Home Manager/Assistant Manager, HCBS Program Manager and/or Case Manager any consumer needs relating to programmatic.

Participate, when requested, in Person Center Program Plan meeting(s).

Provide transportation for consumers as necessary.

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: HCBS 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. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Staff Signature

Supervisor Signature

Date

Date

Name _____

Job Title **WAIVER DIRECT CARE INSTRUCTOR**

SCHEDULE: Exempt or Non-exempt Non-Exempt

When main campus is closed, direct care is scheduled to work at residential services.

TOTAL HOURS: **40 Hours**

HOURS MAY EXCEED (40) PER WEEK TO MEET DEPARTMENTAL DEMANDS WHEN APPROVED BY SUPERVISOR.

Staff Signature

Date

Supervisor Signature

Date