

# **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

**Certification/License:** Certified Nursing Assistant (CNA) Annual TB Skin Test; CPR/First Aid; Van training, Valid Drivers' License.

**Education:** High school graduate or equivalent.

**Experience:** One year in related field.

### **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.*

\_\_\_\_\_  
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.*

Schedule: **Check one**

**Monday – Friday                      6:00 am – 8:00 am      &      3:00 pm – 9:00 pm**

**Monday – Wednesday (HOI) 4:00 pm – 9:00 pm**  
**Saturday                              8:00 am – 9:00 pm**  
**Sunday                                 8:00 am – 8:00 pm**

**Wednesday – Friday (HOE) 4:00 pm – 9:00 pm**  
**Saturday                              8:00 am – 9:00 pm**  
**Sunday                                 8:00 am – 8:00 pm**

TOTAL HOURS:          **40 Hours**

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date