



BECOMING INDEPENDENT JOB DESCRIPTION

POSITION: Instructor II BI-Santa Rosa Department 1 – Team 1 - Activities

PROGRAM: BI/Sonoma Valley, BI/Santa Rosa, BI/Healdsburg, Employment Services, 1:1 Tutorial

POSITION DESCRIPTION: Under the direction of the Director of Services or Employment Specialist, is responsible for the delivery of assessments and instructional evaluation to service participants.

SUPERVISES: N/A

SUPERVISED BY: Dir. of Services, Service Manager, or as assigned

SALARY: \$11.65-\$12.40/hr (\$11.07-\$11.78/hr. training/provisional rate) NON-EXEMPT

SUMMARY OF JOB EXPECTATIONS

ORGANIZATION: Ability to set priorities, perform job duties in an orderly fashion, and complete job duties with efficiency and accuracy.

DEPENDABILITY: Capable of being relied upon; trustworthy; responsible; punctual.

JUDGEMENT: By analyzing and comparing information or circumstances, consistently chooses courses of action which result in beneficial outcomes to agency and program participants.

ATTITUDE: Ability to demonstrate a mental disposition and overall outlook that is positive, open, and supportive of others.

INTERPERSONAL RELATIONS: Ability to relate well with others and establish appropriate working relations; cooperative.

COMMUNICATION: Ability to achieve understanding and exchange of ideas through effective listening and clear, timely communications, both verbally and in writing.

INITIATIVE: Ability to "self-start"; self-reliance, energy and resourcefulness.

PHILOSOPHICAL COMMITMENT: Demonstrates through words and actions, understanding of, and commitment to, the organization's beliefs and goals.

CRITICAL JOB FUNCTIONS

Possesses the professional skills and abilities specific to the technical aspects of the position.

INSTRUCTION/SUPPORT/SUPERVISION OF CLIENTS

- Provide supervision, support and instruction to one or more clients in a variety of activities and environments.

- Coordinate and provide an array of services needed to achieve client goals and objectives, including : job analysis and/or other task analysis; client vocational assessment and/or other assessments; on-the-job training and/or other systematic instruction; supervision; and ongoing support services

- Assist clients in advocating for their vocational and related needs

DEVELOPING AND IMPLEMENTING CLIENT SERVICE PLANS

- Participate in developing and implementation of instructional and behavioral plans based on individual client objectives and class assignments as required.

- Participate in development and implementation of Individual Employment Plan/ Individual Service Plan/ Individual Program Plan

- Conduct "All About Me" interviews and assessments in preparation for service plan development.

- Schedule, coordinate and participate in team planning meetings.

- Ability to comprehend, communicate and implement behavior treatment plans as set forth by BI's consulting psychologist.

KEEPING RECORDS AND WRITING REPORTS

- Maintain individual progress records; write and submit accurate reports as per procedures established by program.

- Maintain records, write and submit accurate reports as required by BI and/or other agencies.

DEVELOPING AND MAINTAINING EFFECTIVE RELATIONSHIPS

- Develop and maintain effective relationships with clients, significant others, supervisors and other staff, affiliated agency staff, and relevant members of the community.

- Maintain communication coordinating with: employers, family, residential service providers, existing service personnel, Regional Center, Department of Rehabilitation and Habilitation Services, etc.

- Attend and participate in weekly staff meetings, training sessions, and other relevant meetings.

- Other duties as assigned by Director of Services.

QUALIFICATIONS & REQUIREMENTS

CREDENTIALS/LICENSES: Not applicable

EDUCATION: 4 years of college with emphasis on Special Education, Rehabilitation, or a closely related field is preferred; high school diploma required; 1 year of directly related experience can be substituted for college course work.

EXPERIENCE: a) One year paid experience serving adults with developmental disabilities preferred.
b) Experience writing instructional plans, collecting data, and implementing behavioral plans is preferred.
c) Experience in job/task analysis, client assessment, and behavioral teaching techniques; or equivalent experience is desirable.

SPECIAL SKILLS: Interpersonal skills: communication, advocacy, supervisory. Ability to work flexible schedule. Ability to negotiate and coordinate work-related issues with employer/employee/significant others.

MAY REQUIRE ONE OR ALL: a) Valid California drivers license/Class B license.
b) Insured, dependable vehicle.
c) A physical condition that will permit frequent bending, turning, and lifting without injury.
d) First Aid and CPR certification.
e) Criminal Record Clearance