

People Services, Inc.

Job Description

Position: Skills Instructor II

Service Unit: Konocti Instructional Services

Status: Part Time Position

Reports to: Program Director / Site Coordinator

General Purpose:

Under the supervision of the Director and the Site Coordinator, the Skills Instructor is responsible for direct supervision and training of client/consumers throughout the facility and in the community. The Skills Instructor will be responsible for the direct supervision and training of client/consumers who receive support from KIS. Skills Instructors will provide support which is consistent with Person Centered Planning and Positive Support Plans. The goal of training will be to assist client/consumers in achieving both their short and long-term goals. The Skills Instructor will assure that all training for the client/consumers is of the highest quality and consistent with all applicable regulations and standards.

The Skills Instructor will also demonstrate positive, caring relationships with all client/consumers and their significant others. Significant others include but may not be limited to family, care providers, friends of client/consumers and any other professional or lay person within the circle of influence of the client/consumer.

Qualifications:

- Fingerprint clearance and has signed a Criminal Record Statement
- Negative results to drug testing
- Adherence to drug testing policy
- High school diploma or equivalent
- Class B drivers license
- CPR, First Aid Certification
- Negative TB test
- Minimum of 18 years of age
- Health Screening Report Signed by a Physician
- Good organizational skills are a must
- The ability to develop good report generation skills
- Ability to work well with others
- Good communication skills
- Works well as a team member
- Flexibility

Essential Job Duties:

- Maintaining communications with client/consumers and significant others as necessary.
- Consistent communications with Program Director and Site Coordinator.
- Maintains consistent communication with all program Leadership in all programs assigned to.
- The implementation of the CALS assessment tool and or any other assessment tools assigned.
- Preparation and monitoring of ISP per assigned client. This includes training; coverage; daily/monthly data collection.
- Assistance with writing and developing the ISP smart goals, plans and criteria.
- Assistance with the collection of data and writing all report generation related to ISP documentation.
- Maintains all; daily logs, contact logs and progress notes.
- Task analysis review, interpretation and effectiveness.

- Participation in all division related meetings and training's (inservices, safety, etc.)
- Direct supervision of clients/workers as necessary.
- Maintain safe work and learning environments for clients/workers and staff, communicate health and wellbeing to appropriate staff.
- Maintain all safety responsibilities for any program assigned to, while working as substitute.
- Will maintain all regulations and procedures in regards to pandemics.
- Assess training effectiveness in achieving smart goals.
- Assist in identifying barriers and how they will be overcome.
- Assist in the development and revision of client/consumer training.
- Keep Program Director/ Site Coordinator informed of client/consumer needs, desires and progress and recommendations as necessary.
- Maintain communication with all volunteer contacts.
- Keep Site Coordinator and Program Director informed of all staff needs, recommendations, etc.
- Assist with all training needs related to the consumers chosen tasks and skills development.
- Implement all training and positive support plans.
- Implementation of safe and humane strategies when managing client/consumers in crisis in a manner consistent with Pro-Act principles.
- Assist fragile ambulatory client/consumers as needed.
- Administer medications as prescribed in accordance with DDS, Licensing regulations, pursuant to policies in practices of each program.
- Administer first aid to client/consumers as needed.
- Supervise and implement training that is consistent with Person Centered Planning.
- Participate in providing personal assistance to clients (such as feeding, lifting, bathroom, etc.)
- Willing to work as a team member.
- Participate in all trainings in all assigned programs.
- Provide safe transportation of client/consumers throughout the program day.
- Maintain infection control protocols, practices and procedures in accordance with DDS, Licensing regulations, pursuant to policies in practices of each program.
- Maintain the integrity of the daily schedule.
- Maintain the dignity and respect of the clients we serve.
- Maintain all equipment, tools and supplies necessary for the job.
- Able to lift, bend, twist, climb stairs as necessary.
- Willingness and availability to substitute in any program throughout People Services Inc., where assigned. (If working for Respite, see your KIS Program Director or Site Coordinator for additional details.)
- Additional responsibilities as necessary.

Is there anything that would keep you from meeting the job duties as outlined?

Yes No

How may we accommodate you?

Signature _____

Date _____

People Services, Inc. is an equal opportunity employer. Applicants will receive consideration for employment without regard to race, ancestry, marital status, sex, gender, gender identity, gender expression, transgender status, color, religion, age, military or veteran status, national origin, medical condition, physical or mental disability, actual or perceived sexual orientation, HIV status or any other characteristic protected by law. The applicants selected for hire must provide proof of ability to work in the United States per the Immigration Reform and Control Act of 1986 and pass a drug-screening test and fingerprint clearance.