



Job Description

Position/Title:	Independent Living Skills Instructor
Supervisor:	ILS Case Manager
Department:	Independent Living Services
Jobs Supervised:	None
Hours of Work:	To be assigned based on consumer needs.
Salary:	Range: \$16.00 - \$19.00/per hour

Position Description:

The purpose of the Independent Living Skills Instructor (ILS Instructor) position is to provide necessary instructions to developmentally disabled adults to assist them with maintaining their independence and safety in their homes and in their community. The ILS Instructor will implement the consumer's vision and choices as stated in the ISP. The ILS Instructor shall be aware that the consumers, as well as Thrive Support Services, Inc are at-will employers, meaning that employment may be terminated at any time by the employer or employee with or without cause.

Qualifications and Requirements:

- 1. Education and Experience:**
 - a. AA degree or equivalent, BA/BS preferred. Or;
 - b. Minimum of two years' experience working with developmentally disabled adults. Prefer ILS experience, or special education teaching experience. Or;
 - c. An appropriate combination of experience and education may be substituted for some part of the qualifications.
 - d. Some evidence of competency in training areas we teach

- e. Prefer behavioral training, knowledge of Regional Center and Systems serving developmentally disabled. Referrals from previous employment necessary. Willingness to update any and all personnel certifications, clearances, and reports as required by agency policy or licensing/RCEB requirements.

2. Transportation:

- a. **Valid California driver's license**
- b. **Clean driving record (DMV printout required)**
- c. **Current vehicle registration and use of a vehicle in good running condition during shift hours.**
- d. **Valid automobile insurance for that vehicle and all passengers, \$100,000/\$300,000 - bodily injury/liability required for employment and maintained at required level or higher for the duration of employment.**

3. Other:

- a. Tuberculosis clearance screen
- b. Current CPR and First Aid certification or willingness to be trained.
- c. Pass a criminal background check though fingerprint clearance. Required by the State of CA Dept of Developmental Services.
- d. Pass pre-employment drug screen and random drug test as required.
- e. The willingness and ability to perform all the essential functions of the job.
- f. The ability to work collaboratively with consumers and co-workers.
- g. An employment record of punctuality, good work attendance and reliability.
- h. You must provide proof of eligibility to work in the US, and complete an I-9 form. Employment will be contingent upon passing drug and/or alcohol screen, DOJ fingerprinting, providing proof of insurance at the required level, and reference checks.

Essential Job Duties and Responsibilities:

1. Prepare teaching material for Independent Living skills Training and Support Service sessions
2. Schedule client session time and programming according to their Individual Service Plan and the training domains.
3. See individual clients in their home to train, teach and provide support with: money management, nutrition, cooking, comparison shopping, emergency procedures, community awareness, mobility, laundry procedures, household management, sex/public health education, medical procedures, counseling and crisis intervention, and housing.
4. Provide training in ratios determined by current vendorization, and in accordance with the least restrictive environment philosophy (1:1 staff: client ratio, unless otherwise specified).
5. Coordinate client training programs with other programs with which they are involved.

6. Write Individual Service Plans as required by current regulation. Write semi-annual Progress Reports based on ISP objectives.
7. Complete monthly program hours sheets documenting direct hours spent with clients and submit to supervisor(s) on the first day of the following month.
8. Report suspected abuse immediately to supervisor, case manager and other appropriate agency as instructed. Complete special incident report within 24 hours.
9. Keep client files up to date.
10. Assist client in coordinating with other programs, services and benefit systems, such as Social Security, AFDC, WIC, food stamps, counseling, Planned Parenthood, etc.
11. Understand and convey in your interactions with your clients and other agencies, the client-centered philosophy of Thrive Support Services.
12. Attend monthly staff meetings, and monthly individual meetings with supervisor.
13. Participate in Inter-Disciplinary Team meetings as requested.
14. Other Duties as assigned.

Other Related Job Duties and Responsibilities

1. Attend Interdisciplinary Team Meetings, Agency Team Meetings and all other meetings and training sessions as directed by the administration.
2. Cooperate with other in home services, such as home health providers, physical therapists, home maintenance persons, natural supports, etc.
3. Report suspected abuse or any unusual incident as indicated in the THRIVE Training Manual. This may include but is not limited to the following: any decline in consumer's health, medication abuse, or refusal, ability to successfully live in the community safely, willingness to receive services, or request for a new ILS Instructor.
4. Complete and submit time Sheets, mileage and other compensation reports in a timely manner.
5. Perform all duties in a safe manner. Utilize Universal Precautions at all times. Use proper body mechanics when lifting. Never lift, push or pull over 50 pounds without assistance.
6. Report workplace safety issues, consumer injuries, consumer threats to staff or self, potential liabilities and worker injuries immediately to supervisor.
7. Complete Thrive training curriculum and other trainings as prescribed by administration.
8. Other duties as assigned by supervisors.
9. Abide by all agency policies and procedures as indicated in the Employee Handbook, Memorandums issued by company managers and Employee Training Manual.

While achieving the above job results, the following objectives must always be met:

Maintains Thrive Support Services, Inc. stability and reputation by:

Complying with all applicable state and federal regulations and applying a professional and diplomatic behavior at all times.

Maintains Operations by:

Following policies and procedures; reporting needed changes; performing other job-related duties as assigned.

Contributes to THRIVE Support Services, Inc. team effort by:

Practicing strong interpersonal communication skills; accomplishing related results as needed.

Knowledge, Skills and Abilities

1. Knowledge of personal health-care practices and principles
2. Knowledge of the principles of home management;
3. Knowledge of the elements of nutrition and meal planning;
4. Knowledge of first aid skills including CPR and home safety;
5. Knowledge of the aging process, developmental disabilities and accompanying behavior changes.
6. Knowledge of the emotional problems accompanying illness;
7. Knowledge of vulnerable adult reporting laws.
8. Skill in using appropriate lifting and transfer methods with clients;
9. Ability to accept and adapt to varying lifestyles and home environments.
10. Ability to follow oral and written directions.
11. Ability to retain confidentiality of home conditions and situations;
12. Ability to communicate effectively orally and in writing;
13. Ability to establish and maintain effective working relationships with clients;
14. Ability to work under stressful conditions and to remain calm and objective.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit, talk and hear. Employee must be able to read and write. The employee is regularly required to stand, walk, and use hands and arms to operate, handle or feel objects, tools or controls. The employee will reach with arms and hands. Occasionally the employee is required to climb, bend, stoop and/or crawl.

The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distant, color distinction, night vision and the ability to adjust focus.

The employee must be able to safely drive and operate a passenger vehicle.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a combination of both the office and the client's homes. When out of the office, the employee may be subject to adverse weather such as hot and wet and/or humid in the summers and cold and wet in the other seasons. The noise level can range from moderately quiet in the office too loud and noisy in the field.

The employee occasionally may be exposed to contagious diseases and parasites and/or potentially violent individuals or domestic animals.

General Statement:

Applicants for appointment to this position will be required to submit a formal application and may be subject to rating of education and experience, oral interview and/or reference check. Job related tests may be required of any applicant.

The duties listed above are intended only as illustrations of the various types of work what may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand this job description. I also understand that this job description, in part, governs my employment. I, further, understand that employment is At-Will, dictated by company and consumer choice.

Signature _____ **Date** _____