



Strategies to Empower People

Independent Living Skills Instructor

Department: Independent Living Services

FLSA Status: Non-Exempt

Grade/Level: Instructor

Job Type: Regular

Work Schedule:

This position requires a flexible schedule based on the needs of the individual's supported and agency need.

Job Status: Full Time

Reports To: ILS Program Manager

Amount of Travel Required: 30 - 50%

Positions Supervised: None

POSITION SUMMARY

Provides instruction and support to adults with Developmental Disabilities in their homes and/or in community settings, and on job sites, while using Person Centered Active Supports principles and upholding the Supported Living Services principles and the agency philosophy, vision, and mission statements.

ESSENTIAL FUNCTIONS

Essential Functions Statement(s)

- Teach and support the client(s) at the Paid Internship Program site. Act as a liaison for the client, their direct supervisor and the community at large.
- Teach and support the client(s) in the Competitive Integrated Employment (CIE) program at employment, volunteer, and post-secondary education sites. Act as a liaison for the client, their direct supervisor and the community at large.
- Provide highly customized trainings to individuals in the areas of employment, volunteer placement, post-secondary education and community integration for individuals in the Tailored Day Services program.
- Promote and teach self-advocacy, personal, domestic, medical, financial, social/recreational, communication, and behavior management skills to encourage and/or maintain independence.
- Teach and/or support in the management of client finances as described in the fiduciary policy, including but not limited to managing bank accounts, credit accounts, utility/household bills, and

payee disbursements.

- Provide client with instruction and/or support in accessing generic community resources, such as Section 8, MediCal, IHSS, Social Security, etc.
- Develop and follow a consistent training schedule of independent living skills with individual as determined by the Individual Service Plan (ISP).
- Will act as Vocational Support Professional (VSP) on job sites, volunteer sites, and in post-secondary educational settings to assist individual as needed. Will provide vocational support skills to assist individual to perform their job to their best ability. Will be required to fully understand individual's job expectations in order to assist them in meeting these expectations.
- Assess individual's job skills/job readiness to assist individual with job placement.
- Will act as the liaison between the individual's place of work and S.T.E.P.'s Independent Living Skills Program Managers and Directors.
- Complete all required reports, schedules, and other required narrative, numeric, and statistical information accurately and submit correctly by scheduled due dates, including but not limited to, daily case notes, monthly progress notes, PSP/ISP reports, assessments, Special Incident Reports, monthly financial/medical logs, APS reports, Live-In Direct Support Professional Agreements, utilizing company database system, etc.
- Assist and support employer with health and medical needs (i.e., assisting with ordering medications/refills, scheduling and attending medical appointments, developing/maintaining Medication Administration Records, ensuring needed adaptive equipment is ordered/maintained, etc.).
- Assist and/or arrange transportation for individual, whether public or private, depending on individual needs.
- Actively work with individual toward meeting PSP/ISP goals as well as personal goals in their homes and the community.
- Report to supervisor immediately any decline in individual's health, welfare, problems with medications, changes in behavior, and any condition that may threaten the individual's ability to live as independently as possible.
- Respect decisions or views of client that may differ from personal views.
- Provide intervention and continuous support during crisis situations using Pro-Act principles and practices and following any established behavior plan.
- Communicate pertinent information to clients regarding situations that are occurring in their lives, or that may impact their lives.
- Actively seek out assistance and/or advice from appropriate persons as needed to avoid unnecessary problems.
- Possess the willingness and ability to learn and utilize new skills and information gained during training, meetings, inservices, or workshops.
- Actively participate and assist the individual in the hiring and supervision of IHSS staff, as needed.
- Adapt communication style to the needs of the individual (Including the use of ASL or adaptive communication if applicable).
- Create and maintain Communication logs (also known as "blue books") for each assigned individual's home.
- Maintain strict confidentiality regarding individuals' and employee information.
- Analyze difficult situations and use good judgement as to the appropriate course of action.
- Manage multiple tasks (could include projects, duties, responsibilities depending on needs of individual supported and/or agency) with minimal or no supervision.
- Report any instances of suspected abuse of any type or denial of individuals' rights immediately.

- Utilize Universal Precautions at all times while in individual's home, in the community, or in the company office.
- Follow all company policies as well as, if applicable, ensure that Direct Support Professionals/IHSS staff are aware of and adhere to all company policies and procedures, including required training.
- Review and respond to voice mails, emails, and other means of messaging according to established agency protocols.
- Communicate all pertinent information to the appropriate person in a timely manner.
- Treat all people contacted during work with respect and dignity.
- Carry and use communication device, provided by company, consistently and responsibly, according to company policy and procedures.
- Be an active participant in unit team.
- Consistently attend all meetings as required, arriving on time, and participating in a professional manner.
- Report any work related injury or illness to the Human Resources Director immediately, following the appropriate manner of reporting.
- Communicate professionally, accurately, and consistently with individuals supported, staff, supervisors, coworkers, case managers, medical professionals, families, conservators, payees, and any other stakeholders.
- Uphold by communication and action the company's Vision, Values, and Mission statement, and participate whole-heartedly in the effective day-to-day operations of the unit and the agency.
- Communicate with others in a professional manner and maintain a positive work environment.
- Consistently utilize proper procedure for time off requests or when unable to attend work.
- Actively advocate for individuals' rights, requests, concerns, etc., by communicating effectively with supervisors and other stakeholders.
- Be punctual, flexible, reliable, adaptable, creative, patient, self-confident, and trustworthy.
- Other duties as assigned.

POSITION QUALIFICATIONS

Competency Statement(s)

SKILLS & ABILITIES

Education: High School Graduate or General Education Degree (GED): Required

Experience: One year of Experience with Developmentally Disabled or related field, or college degree in related field.

Computer Skills: Computer knowledge/literacy preferred. Must be willing and able to learn new computer programs as needed.

Certifications & Licenses: Must possess valid California Driver's License and current auto insurance. Must possess CPR/1st Aid and be Pro-Act certified in order to work directly with the

individual and maintain throughout employment with agency.

Other Requirements:

Ability to read and write in English language and possess basic mathematical skills in order to perform essential functions. Must successfully pass post-employment drug screening and be cleared through HireRight background screening. Must possess safe, reliable vehicle which is registered and has current insurance. If applicable, possess American Sign Language skills in order to communicate effectively depending on the individual supported.

PHYSICAL DEMANDS

- N (Not Applicable)** Activity is not applicable to this position.
- O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	C
Walk	C
Sit	F
Manually Manipulate	C
Reach Outward	F
Reach Above Shoulder	F
Climb	O
Crawl	O
Squat or Kneel	F
Bend	F

Lift/Carry

10 lbs or less	C
11-20 lbs	C
21-50 lbs	F
51-100 lbs	O
Over 100 lbs	N

Push/Pull

12 lbs or less	F
13-25 lbs	F
26-40 lbs	O
41-100 lbs	N

Other Physical Requirements

WORK ENVIRONMENT

This position is done in a variety of settings, which could include the client's home, in the community, in medical/hospital environments, or outdoors in all types of weather. There is significant time spent in an automobile.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent

a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.