



Phoenix Alternatives, Inc.

Providing persons with developmental disabilities the resources they need to achieve success and build connections in the community.

Title: Program Instructor

Supervisor: Program Coordinator

Position Purpose: To develop and organize active treatment venues for consumers in team-assessed areas of need. Supervise program staff. To work as a team member to provide quality active treatment to adults with developmental disabilities. To assure community inclusion for consumers. Responsible completion of consumer paperwork and attending consumer meetings. To provide assistance to consumers with personal cares.

Essential job functions noted below. (*)

Job Responsibilities:

Case Management

- * Accurately completes all paperwork for assigned consumers within designated time frame.
- * Maintains assigned consumer charts per 245B / P.A.I. standards.
- * Completes daily charting for assigned consumers.
- * Maintains a working knowledge of consumer's Individual Service Plans.
- * Reads, signs, follows and notifies case manager of needed Individual Service Plan changes.
- * Maintains a working knowledge of consumer's Risk Management Plans.
- * Reads, signs, follows and makes revisions to Risk Management Plans.
- * Turns in consumer receipts and monies from purchase after each outing.
- * Keeps supervisor informed of consumer specific changes / information.

Service Delivery

- * Assesses consumer needs as designated in the Individual Service Plan and by the team.
- * Assures assigned staff are trained and follow through on Risk Management Plans.
- * Updates records and staff on consumer specific changes / information as they occur.
- * Assures that outcome – based services are provided in response to the consumer's identified needs with least restrictive intervention as specified in the Individual Service Plan.
- * Develops and implements behavior guidelines and behavior programs.
- * Models age appropriate and respectful communication when engaging consumers.
- * Develops and follows through on program format/active treatment plans both on site and in the community.
- * Facilitates and assures implementation of programs to increase consumer functional skills and/or work options.
- * Facilitates needed consumer therapies, making referrals and following up on recommendations / programs.
- * Updates, reviews and trains staff to consumer mobility plan per the Risk Management Plan.
- * Assures consumers maintain a neat and clean appearance.
- * Assists consumers with personal cares.
- * Models effective communication with consumers.
- * Follows up on requests made by team members.
- * Demonstrates professional written and verbal communications.

(next)

Job Related Proficiencies

- * Demonstrates knowledge of appropriate safety & emergency procedures at location.
- * Stretches prior to lifting and as needed.
- * Uses proper transfer/lifting procedures/body mechanics.
- * Follows P.A.I. medication passing policies and protocols.
- * Reads, signs and follows Risk Management Plans
- * Reads, signs and follows Individual Service Plans
- * Promotes idea – sharing, relays information and provides training in room meetings
- * Demonstrates effective use of adaptive equipment
- * Maintains current knowledge on all medications administered.
- * Follows proper equipment use following procedures/guidelines.
- * Follows P.A.I.'s procedures for reporting any accidents or incidents.

Supervision

- * Maintains accurate documentation and keeps supervisor informed of all employee issues and concerns.
- * Displays organizational skills that ensure ability to work independent of direct supervision.
- * Follows through in addressing / correcting employee issues promptly, giving appropriate feedback.
- * Motivates employees through example and challenge.
- * In conjunction with the area coordinator, effectively and timely provides performance evaluation, supervision, support, training as necessary for the staff assigned.

General

- * Follows all P.A.I. values, policies and procedures, licensing rules, related regulations and the Employee Handbook.
- * Follows designated work schedule.
- * Documents in-service training and turns in when requested.
- * Leads/participates in committees as requested.
- * Assumes additional responsibilities as requested, e.g., van driver.
- * Follows established data privacy laws and procedures relating to all consumer and employee information.
- * Works independent of direct supervision.
- * Meets the following physical requirements of the position (75-80 hour employees)

Perform heavy lifting(between 50-80 lbs)	18-25% of the time
Perform light lifting (less than 50 lbs usually around 5 lbs)	18-25% of the time
Push/Pull persons who weigh between 100-150 lbs in wheelchairs	12-16% of the time
Stand to assist clients	18-22% of the time
Perform other duties such as sitting, occasional movement	25% of the time

Note: reaching and squatting are involved throughout each and every day.

The above physical requirements are averages; actual physical activity may vary from day to day.

(next)

Qualifications and Conditions of Employment

- A. High school diploma or GED and 18 years of age or older.
- B. Experience working with persons with developmental disabilities.
- C. Must pass a DHS Background study and maintain clearance to provide direct contact services.
- D. Familiarity with Rule 245B licensing requirements.
- E. Demonstrate effective oral and written communication skills.
- F. Vehicle access, valid driver's license, valid car insurance.
- G. Requirements when essential to drive a PAI vehicle: valid driver's license, meet PAI motor vehicle record standards (for insurance coverage) and permit driving record checks as needed, and be 21 years of age or older.
- H. Desired:
 - Two or Four year degree in Special Education or related degree.
 - Supervisory experience.
 - At least one year case management experience in a 245B setting.
 - At least one year experience working with persons with developmental disabilities in a DT&H or similar residential program.
 - Proficiency in Microsoft Word and Excel.

Note: This job description is subject to change at the sole discretion of PAI.

I have reviewed and fully understand the job duties and qualifications above. I also understand that my signature does not imply a contract with Phoenix Alternatives, Inc.

Instructor Signature

Date

"AN EQUAL OPPORTUNITY EMPLOYER"