Friends of Children with Special Needs

**Position:** Direct Support Instructor in the Adult Day Program Department

**Hours:** 30 hours per week

Friends of Children with Special Needs (FCSN) is a nonprofit organization. FCSN Adult Day Program is seeking an energetic, patient, detail-oriented, and reliable direct support instructor. The position is responsible for providing training and supervision to the developmentally disabled adults.

**Duties and Responsibilities:**

- Provides close supervision and training to participants: ensure participants’ safety and makes sure their needs are met
- Engaging and motivating participants in learning, practicing and progressing
- Facilitating learning experience that promote participants’ autonomy, interaction, and choice
- Leads classes and/or trainings
- Drives participants to training sites or field trip destinations
- Maintains a supportive and professional relationship with participants and their families.
- Assists participants in accessing generic community based services to enhance their ability to participate in designed activities in inclusive environments as prescribed by the participant’s Individual Service Plan (ISP)
- Documents participants’ training and progress using data collection and participant log forms, and prepares daily/monthly progress reports toward ISP goals & objectives
- Completes semi-annual and annual evaluation reports of participants
- Be compliant with HIPPA regulations
- Minimizes health, safety and any other risks to the well being of participants
- Performs first aid and cardiopulmonary resuscitation (CPR), and other emergency services (e.g. evacuation during a fire) as appropriate to the needs of participants
- Attends staff meetings and trainings
- Lifts and transfers participants as necessary; assists participants with transfers in and out of wheelchairs and safely transfers participants in case of an emergency
- Prepares special incident and adult dependent abuse reports as necessary
- Communicates effectively and proactively with the supervisor with regard to participant issues including situations when a participant becomes a danger to self or others, there is a sudden illness or their non-aversive behavioral plan cannot be implemented as agreed upon

**Minimum Qualifications:**

- Has high energy, professionalism and integrity
- Possesses an undergraduate degree in related field would be preferred
- One year of experience working with the developmentally disabled
- Excellent communication skills and writing skills
- Strong organizational, time management and computer skills
- Must have transportation and clean driving records

For consideration, please send resume and cover letter to: FCSN Human Resources Department, 2300 Peralta Blvd., Fremont, CA 94536; fax (510) 225-1328 or e-mail hrfcsn@yahoo.com

Friends of Children with Special Needs is an Equal Opportunity Employer.