PROGRAM INSTRUCTOR

Location: Dublin, Fremont, Hayward, Antioch, Brentwood

Schedule: Specific work hours may vary from site to site, but are normally 7:30 a.m. to 3:30 p.m. 8 hours/day, 5 days/week.

JOB SUMMARY

Under supervision of the Program Director and Assistant Program Director, this position is a direct service position providing independent living skills training to persons with disabilities. This position has no supervisory duties.

DUTIES INCLUDE:

- Assist in implementation of ISP’s
- Record data and maintain field books
- Follow M-HDP vehicle rules when driving M-HDP vehicles
- Assist participants with personal and hygiene issues when needed
- Provide constant supervision to participants
- Accept changes in assigned participants or program sites as directed
- Implements skills training in accordance to the participants’ ISP objectives
- Implements behavior interventions and redirections
- Encourages and assists participants in choice making
- Assists participants’ participation in preferred program activities
- Properly and timely documents participants’ performance in task analysis and behavior tracking sheets
- Other duties assigned by Program Director

MINIMUM EMPLOYMENT REQUIREMENTS

- High school Diploma or equivalent is required.
- Must complete First/Aid certification within first 30 days of employment.
- Proof of fingerprint clearance from the DOJ and FBI or certification of no history of criminal conviction as outlined in DSS Licensing Criminal Record Statement (LIC508) prior to employment.
- Program Instructors must be at least 21 years of age.
- Must possess PART or CPI training certificate within 45 days of employment.
- A California driver’s license and a good driving record is a plus.
- Physicals and TB clearances are required for all licensed facilities as per LIC 503. Must be physically capable of a manipulating wheelchairs and positioning/lifting non-ambulatory participants.
- Good interpersonal skills with the public, participants and their families and staff at all levels.
- Ability to drive on occasional business errands – maintain a California driver’s license and provide on-going proof of current state required auto insurance. Experience working with the developmentally disabled is preferred.
SKILLS AND ABILITIES PREFERRED

- Must possess high energy level, professionalism and integrity, good sense of humor.
- Ability to represent M-HDP in a professional manner at all times.
- Demonstrates good team building qualities.
- Familiarity with developmental disabilities
- An understanding of the philosophy of community-based programs;
- Awareness of principles of normalization and development
- Ability to work with independence and as a member of an individual-centered planning team
- Effective writing skills and ability to chart data, to track participant progress and generate reports in an accurate and timely manner
- Ability to deal effectively with staff, participants and outside community.
- Occasional overtime for training is required.
- Persons applying for positions requiring regular overtime hours are informed at time of interview.