

JOB DESCRIPTION

JOB TITLE: Adult Instructor
DEPARTMENT: Adult Day Services
STATUS: Non-Exempt / Full-Time or Part-Time
VERIFIED: November 2021
REPORTS TO: Site Manager



"I love the whole sense that everybody here has a common goal to change people's lives."

– Jessica G. Occupational Therapist

JOB SUMMARY:

The primary role of the Adult Instructor is to actively instruct in all program activities. The Adult Instructor is responsible for the development and implementation of program activities for specific instructional areas of the curriculum and is responsible for assisting with personal cares of all clients.

DUTIES AND RESPONSIBILITIES:

1. Assess client performance in specific skill areas and **develop / implement** written goals and objectives in these areas.
2. Maintain **timely, accurate and organized** records of client daily progress and behavior and analyze data for performance outcomes through the use of CP's electronic formats.
3. Maintain **communication** with service coordinators on regular basis regarding client issues or concerns.
4. Provide appropriate **assistance** with personal cares for both male and female clients such as toileting, feeding, dressing, showering, transporting on and off the bus.
5. Fully **participate** with clients in CP pool and assist in changing rooms.
6. **Coordinate** supplemental activities in the Adult Day Service Program (i.e. guest speakers, music activities, community outings, large group activities, gardening, etc.).
7. **Participate** in activity planning related to class goals.
8. Integrate adaptations into class activities.
9. **Assist** with onboarding of new Adult Day Service Program employees.
10. Attend client Individual Program Plan, committee, and staff meetings as required.
11. Participate in program change and development.
12. Attend ongoing in-service and **continuing education** training.
13. Prepare to assume **responsibilities** as assigned by the Core Program Supervisor or Director of Adult Day Services.
14. **Adhere** to the agency safety policies and procedures as communicated by the Safety Committee.

"Clients and staff – they are all friends to me."

- Mark, client

EXPERIENCE AND SKILL REQUIREMENTS:

1. Bachelor or associate degree in human service related field (such as but not limited to therapeutic recreation, COTA, PTA, Social Work, Psychology, Human Development, or equivalent experience).
2. Physical ability to lift and transfer adults (minimum of 25 pounds).
3. Experience and/or training working with adults who have severe and multiple disabilities.
4. Must have a positive attitude and strong degree of professionalism at all times.
5. Must have the balance and coordination to assist clients in ADL tasks.
6. Must have the ability to verbally communicate to the clients in the program.
7. Successful completion of background check, iso-kinetic test, communicable disease screen and drug screen.
8. In order to support the safety, health, and wellbeing of our employees and the public we serve, and to meet federal mandate requirements, CP requires all employees to be fully vaccinated with a COVID-19 vaccine, except where a reasonable medical or religious accommodation can be granted. Upon hire you will be required to provide proof of your vaccination status.

ADA JOB ANALYSIS

Job Title: Adult Instructor

Dept. Name: Adult Day Services

Dept. # 10

Reports To: Core Program Supervisor

Date Verified: November 2021

PHYSICAL DEMANDS

<u>STANDING</u>	<u>Hours Per Day</u> <u>Duration</u>	6-7 ___ General Moving Around ___ 1 to 2 Hours	___ Less Than 1/2 Hour <u>X</u> ___ 2 to 4 Hours	___ 1/2 to 1 Hour ___ Other
<u>SITTING</u>	<u>Hours Per Day</u> <u>Duration</u>	1-2 ___ General Moving Around ___ 1 to 2 Hours	<u>X</u> ___ Less Than 1/2 Hour ___ 2 to 4 Hours	___ 1/2 to 1 Hour ___ Other
<u>WALKING</u>	<u>Hours Per Day</u> <u>Duration</u>	6-7 ___ General Moving Around ___ 1 to 2 Hours	___ Less Than 1/2 Hour <u>X</u> ___ 2 to 4 Hours	___ 1/2 to 1 Hour ___ Other
<u>LIFTING</u>		___ Less Than 10 Pounds ___ 50+ Pounds	___ 10 to 25 Pounds ___ Other	<u>X</u> ___ 25 to 50 Pounds
		<u>Times Per Day</u> 25-35	<u>Height</u> 2-4 ft	
<u>CARRYING (weight)</u>		___ Less Than 10 Pounds ___ 50+ Pounds	___ 10 to 25 Pounds ___ Other	<u>X</u> ___ 25 to 50 Pounds
		<u>Times Per Day</u> 10	<u>Distance</u> 3-6 ft.	
<u>PUSHING (weight)</u>		___ Less Than 10 Pounds ___ 50+ Pounds <u>X</u> ___ Other (Avg. 150, but can be up to 300 with wheelchairs and power wheelchairs)	___ 10 to 25 Pounds	___ 25 to 50 Pounds
		<u>Times Per Day</u> 75	<u>Distance</u> 12 ft.	
<u>CLIMBING</u>		<u>Times Per Day</u> 7	<u>Distance</u> 2 flights of stairs	
<u>REACHING</u>		<u>Times Per Day</u> 50+	<u>Distance</u> arm's length	

ENVIRONMENTAL CONDITIONS

Temperature: Normal room temp. High Locker Room Temp (80-85), Pool (92), Whirlpool (102), high humidity

Job Hazards: Closed toed shoes required; congestion in hallway due to wheelchairs

Machines/Equipment: Mechanical Lifts, computer, phone, photocopier

Noise Level: Above Normal office noise (large groups); client vocalizations