



INTERNAL JOB ANNOUNCEMENT

INSTRUCTOR I & II - FUTURES EXPLORED DAY PROGRAM

Full-time Non-Exempt position under the supervision of the Program Director and the Program Coordinator: Instructs a variety of classes and supervises small work groups in the community. Hours: 32 hours per week. Schedule to be determined upon start.

1. Teaches consumers in the natural environment, and assists with a variety of activities, such as advocacy, computer training, cooking club and meal preparation, drama, gardening, independent living skills (shopping, housing), mobility and travel training, vocational training, supported employment, and volunteer jobs.
2. Supervises small work groups in the community, as needed.
3. Researches and suggests activities and community events that consumers may attend.
4. Assists consumers with community outings, recreational activities, and community events; assists with planning trips and arranging transportation to desired locations, and accompanies consumers on trips.
5. Supervises lunch break for consumers.
6. Maintains consumer records which include daily ISP documentation, individual documentation, baselines, attendance reports, and consumer timesheets.
7. Attends ISP meetings and all other applicable meetings as requested by supervisors.
8. Attends scheduled staff meetings.
9. Writes initial Special Incident/Accident reports as witnessed.
10. Maintains classroom, keeping it neat and organized.
11. Performs incidental job duties, such as cleaning, as required.
12. Ensures confidentiality of consumers' information according to State of California Licensing and Futures Explored, Inc. policy.
13. Is responsible for following all regulations of the Lanterman Act and guidelines of the Regional Center of the East Bay.
14. Complies with the Dependent Adult and Elder Abuse Requirements as specified in Community Care Licensing's Title 22.
15. Adheres to policies relating to health and safety, absence and tardiness, attitude, and conduct toward consumers and all Futures Explored policies, rules, and procedures.
16. Supports Health & Safety program, attends staff Health & Safety meetings, and participates in regular emergency drills.
17. Receives and maintains current training in First Aid and CPR by qualified instructor of the American Red Cross.
18. Receives and documents a minimum of 8 hours of training per year.

QUALIFICATIONS

Preference will be given to the candidate with:

1. Experience in human service or educational organizations, at least a portion of which has been with programs for persons with developmental disabilities.
2. High school diploma or equivalent.

SPECIAL REQUIREMENTS

Candidate must have:

1. Reliable transportation, current and valid driver's license, and auto insurance to meet program needs and maintain position.
2. Physical stamina and ability to perform all tasks and job responsibilities required by employer.
3. Excellent interpersonal skills, including discretion, tact and judgment; effective written and oral communication skills.
4. Professional demeanor, good attendance, and punctuality.

SELECTION PROCESS

A completed Futures Explored application form must be received by the Administrative Director by the application deadline. Resumes may not be substituted for the official application and late applications will be disqualified. It is the applicant's responsibility to allow adequate mail or delivery time. An application may be obtained from the Administrative Director or the Administrative Assistant at each site.

APPLICATION DEADLINE

Thursday, September 9th, 4:00 pm