

CCTP INSTRUCTOR I & II - VTE
Community College Transition Program

Position Description

Full-time Non-Exempt position under the supervision of the Program Director/Coordinator: Supports adults with developmental disabilities in reaching their individual goals as part of the Community College Transition Program (CCTP).

Regularly scheduled hours: Maximum 32-40 hours per week, 6-8 hours per day, with one to two 10-minute paid breaks and a 30-minute unpaid lunch break; Requires On-Duty Meal Breaks: Employee will be able to eat during the meal period while providing consumer supervision, which is paid time and considered a part of the regular workday. Schedule to be determined upon hire; Maximum 40 hours per week. Requires flexibility in site assignment, as job duties may be carried out at college, in the community or in a consumer's home. Futures may at any time, with or without notice, alter or change job responsibilities, reassign or transfer job position, or assign additional job responsibilities.

I. Specific Duties:

1. Assists consumers in the Community College Transition Program with a variety of activities, including, but not limited to, self-advocacy, community integration, self-care, socialization, recreation, health and safety, communication, class registration, academic skills, budgeting and money management, computer training, independent living skills (shopping, housing), mobility and travel training, vocational training, supported employment, volunteer jobs, and other designated life skills.
2. Researches and suggests activities and community events that consumers may attend.
3. 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.
4. Trains consumers in travel training and transportation skills.
5. Accesses various reference centers, including the media center, the library, and the internet, to locate informational/instructional program materials.
6. Records consumer team members' daily activities; evaluates and summarizes consumer team members' progress in written form for Individual Service Plan (ISP) meetings.
7. Attends ISP meetings and all other applicable meetings as requested by supervisors.
8. Is trained and skilled at SE enclaves and IP's to substitute as needed.
9. Writes initial Special Incident/Accident reports as witnessed.
10. Communicates as necessary with families and/or care providers by suggestion of the Program Director/Coordinator.
11. Attends meetings in the community at the request of the Program Director/Coordinator.

II. General Responsibilities:

1. Maintains a healthy, positive relationship with consumers, co-workers and supervisors.
2. Maintains professional appearance and attitude as role model to consumers.
3. Shares appropriate information and is able to communicate openly with supervisors.
4. Represents the agency in the community in a mature, professional manner.
5. Maintains a pleasant and cooperative attitude with all Futures Explored employees and the community at large.
6. Demonstrates good safety practices in providing consumer training and supervision as well as safe use of supplies and equipment.
7. Ensures confidentiality of consumers' information according to State of California Licensing and Futures Explored, Inc. policy.
8. Is responsible for following all regulations of the Lanterman Act and guidelines of the Regional Center of the East Bay.
9. Complies with the Dependent Adult and Elder Abuse Requirements as specified in Community Care Licensing's Title 22.
10. Adheres to policies relating to health and safety, absence and tardiness, attitude, and conduct toward consumers and all Futures Explored policies, rules, and procedures.
11. Supports Health & Safety program, attends staff Health & Safety meetings, and participates in regular emergency drills.
12. Adheres to all agency driver and vehicle policies and procedures.
13. Ensures that agency-owned vehicles and personal vehicles driven for program use are inspected and stocked with required first aid and emergency supplies, and performs vehicle inspections as required.
14. Receives and maintains current training in First Aid and CPR by qualified instructor of the American Red Cross.
15. Receives and documents a minimum of 8 hours of training per year.

III. Qualifications - Preference will be given to the candidate with:

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

IV. Special Requirements - Candidate must have:

1. Occasional availability on week-ends and early evenings for consumer support.
2. Reliable transportation, current and valid driver's license, and auto insurance to meet program needs and maintain position.
3. Physical stamina and ability to perform all tasks and job responsibilities required by employer.
4. Excellent interpersonal skills, including discretion, tact and judgment; effective written and oral communication skills.
5. Professional demeanor, good attendance, and punctuality.
6. Ability to maintain professionalism in uncomfortable personal care situations.
7. Criminal record clearance (or exemption) prior to start.
8. Health Screening and TB Test clearance (not more than 1 year prior to employment or within 7 days after employment).
9. Age of at least 18 years.

I have read and understand my position description.