

CALIFORNIA HUMAN DEVELOPMENT

a private, non-profit community based human services agency with a wide range of programs and services throughout northern California for families and individuals who seek greater self-sufficiency and improved lives.

"Creating Opportunities"

FINAL

<p>PROGRAM/DEPARTMENT: disABILITY Services/ Redwood Empire Industries Growth Opportunities</p> <p>LOCATION: Santa Rosa, CA</p>	<p>CHD is committed to implementation of an Affirmative action Policy and the Americans with Disabilities Policy in its recruitment, selection, and placement of all personnel.</p> <p>CHD is an Equal Opportunity Employer</p>
<p>JOB DESCRIPTION TITLE: On-Call Substitute Training Instructor</p>	<p>POSITION STATUS: Temporary Part Time</p> <p>FLSA STATUS: Non Exempt</p>
<p>SALARY: Grade 2 \$11.08/hour</p>	<p>PROGRAM HOURS: Temporary up to 35 hours per week</p>

GENERAL DESCRIPTION: California Human Development (CHD) is a private, non-profit, human services agency that provides a wide range of programs and services for people throughout northern California.

PROGRAM DESCRIPTION: CHD/disABILITY Services (REI/GO) provides training, support and supervision for persons with developmental, emotional or physical disabilities. We offer social skills and work training, supported employment placement, and educational enrichment classes. We provide both entry level job training and the vocational information needed for further planning and future job placement. Our services include Adult Development, Work Services, Work Adjustment, Situational Assessment, Group Placement, Individual Placement, and Job Coaching. Most referrals are from the Department of Rehabilitation and North Bay Regional Center, with occasional referrals from Private Rehabilitation Counselors. REI/GO holds a strong belief in the abilities of each individual and his or her right to advancement.

DEPARTMENT DESCRIPTION: REI/GO's Adult Development Department provides training, support, supervision and educational enrichment designed to enhance the life quality of each participant. We offer a range of classes covering topics from basic education to creative artistic development. We go on outings so participants can access the bounty of our city, parks, and countryside. The training emphasis in Work Services is to use actual work to determine each client's employability and develop basic work skills and habits. This Department must also maintain the quality standards and production schedule of all REI business contracts.

SUMMARY: The **On-Call Substitute Training Instructor** (On-Call Sub) provides instruction, supervision, and training in basic work skills and habits to clients with disabilities. The On-Call Sub implements positive behavior support plans that enable clients to reach their employment goals. The On-Call Sub works within a manufacturing warehouse setting and must be knowledgeable about quality standards, production techniques, and production schedules. The On-Call Sub presents and may prepare educational material in small groups of 3 or 4 clients. The person in this position works daily as a positive role model with persons with disabilities, including but not limited to developmental disabilities, mental health, traumatic brain injuries, cerebral palsy, hearing impairments, and physical disabilities.

REPORTING RELATIONSHIPS: The On-Call Sub reports to REI/GO's Production Coordinator or Rehabilitation Counselor and receives direct supervision within the framework of REI/GO Policies

and Procedures. Each On-Call Sub takes guidance and supervision from the Rehabilitation Counselor regarding individual client program plans and reports verbally and in writing to the Rehabilitation Counselor regarding individual client program plans, progress, issues or concerns. The person in this position works cooperatively with the Work Services Department related to safety, production customers, quality standards, and scheduling.

ESSENTIAL RESPONSIBILITIES AND DUTIES: The following duties are considered essential for this job classification.

- A. Train, instruct, and supervise developmentally, psychiatrically, or other challenged clients in basic life and work habits and skills, both in production and classroom settings as needed.
- B. Communicate effectively, both verbally and in writing and keep the Rehabilitation Counselor current regarding client work behaviors and training needs.
- C. Work as part of the team to implement the direct instruction plan, which is based on the client needs and developed by the ID Team.
- D. Serve as a positive role model for each client by demonstration and through teaching work habits and attitudes that promote good basic work skills and safety on the job.
- E. Provide as needed services to maintain client health and safety, i.e., break and lunch time monitoring, assist with mobility, restroom needs and changing clothing, adjust the environment to suit individual client needs, etc.
- F. Implement educational enrichment classes in self-care, self-advocacy and other curricula in small groups both in-house and in community based settings that are based upon client interests and abilities.
- G. Accurately complete client Production Records, Behavior Observations, and other necessary documentation daily.
- H. Develop a working knowledge of mass production techniques, including: hand assembly and packaging, shipping and receiving, inventory control and quality assurance.
- I. Maintain good organization in production warehouse to achieve efficient and safe work spaces, open aisle ways, proper lighting, good housekeeping, etc.
- J. Monitor work procedures and work site of clients to ensure safe and healthful working condition.
- K. Maintain professional relationships with business customers, adhering to customer's written and verbal quality specifications, delivery schedules, and inventory guidelines.
- L. Communicate to Production Coordinator when supplies and equipment are needed.
- M. Attend Staff meetings, Rehabilitation Team meetings, and Production meetings as assigned. Keep in close communication with the Rehabilitation Counselor regarding client progress and needs and with the Production Coordinator regarding production information.
- N. Follow established guidelines, policies, and procedures in order to ensure program consistency and protect the welfare of clients.
- O. Perform other related duties as assigned.

ADDITIONAL DUTIES: In addition to the duties listed in the Essential Duties Section, the employee may perform the following duties:

- A. Attend relevant training as assigned.
- B. Participate in cross training for all direct service staff positions as assigned.
- C. Assist Production Coordinator to conduct time studies and time standard documentation under DOL guidelines.
- D. Have sensitivity and concern for the rights and needs of clients, including a desire to relate to people with disabilities as dignified and competent individuals.
- E. Resolve conflicts and assist in client behavioral support according to the principles of positive behavior support.

- F. Follow relevant CARF, Community Care Licensing, DOL, OSHA and all relevant regulatory guidelines and standards.
- G. Represent CHD/Redwood Empire Industries in a professional manner, with knowledge of and a commitment to the principles of normalization.
- H. In the event of an Emergency Disaster situation, you may have added responsibility to provide care for the health and safety of clients until they are relocated to a safe place or until another responsible party is available to take charge.

KNOWLEDGE, SKILLS AND ABILITIES:

LANGUAGE

- A. Ability to communicate effectively verbally and in writing with individuals and groups, including occasional public speaking.
- B. Ability to conduct effective public relations.
- C. Ability to read, analyze, and interpret procedures and governmental regulations in English.
- D. Spanish-speaking and/or American Sign Language ability highly desirable.

MATHEMATICAL SKILLS:

- A. Ability to use arithmetic skills normally applied in this position.
- B. Ability record dates, times, and data accurately.

REASONING ABILITY:

- A. Sufficient capability in cognitive reasoning to perform complex transactions with a high degree of accuracy.
- B. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- C. Ability to interpret instructions furnished in written, oral, diagram or schedule form.
- D. Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- E. Ability to solve problems and resolve conflicts effectively.
- F. Possess a dedicated interest in serving disadvantaged people. Possess a caring attitude towards fellow employees and clients served.
- G. Ability and desire to inspire motivate and lead individuals.
- H. Ability to maintain own psychological well-being.
- I. Ability to recognize and manage personal bias.

OTHER ABILITIES:

- A. Effectively train and work with people with a variety of disabilities.
- B. Communicate effectively to explain client behavior both verbally and in writing.
- C. Ability to teach and discuss curriculum with small groups of clients.
- D. Ability to analyze a work task and break it down to teachable components according to personal needs of the client.
- E. Have some technical/mechanical ability that allows easy learning and understanding of tasks the clients will perform.
- F. Ability to understand proper use of safety equipment and safety procedures.

Ability to effectively learn and implement the regulatory standards, guidelines, and procedures that govern Disability Services, such as CARF, the Departments of Developmental Services or Rehabilitation, Department of Labor and Wage and Hours regulations, OSHA standards, etc.

SUPERVISORY RESPONSIBILITIES: None (except client supervision)

QUALIFICATIONS

EDUCATION:

- A. High school graduate or GED.
- B. Basic Sign Language or bi-lingual in Spanish, a plus.

EXPERIENCE:

- A. Sufficient professional and/or personal experience which demonstrates possession of the required knowledge and abilities to work with persons with disabilities.
- B. Sufficient related work experience in an industrial or business setting.
- C. Working knowledge of general plant procedures, production methods, and use of equipment desirable.
- D. Experience with conflict resolution and positive behavior support techniques desirable.

WORKING CONDITIONS:

- A. **PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be requested and made to enable individuals with disabilities to perform the essential functions.

This position requires:

Frequently:	Standing, Walking, Seeing, Hearing, Speaking
Occasionally:	Sitting, Stooping, Lift over 40 lbs with another person, Squatting, Kneeling, Bending, Pushing, Pulling, Carrying
Seldom:	Climbing, Twisting

- B. **WORK ENVIRONMENT:** Warehouse setting with a concrete floor, forklift and vehicles moving around the building. There is exposure to the outside environment and no air conditioning. Work with others all day with frequent verbal face-to-face contact. Some level of noise from material handling and shrink tunnel operations. Materials are in constant movement from one area to another.
- C. **Tools and equipment usage:** Calculator, pens, and paper daily. Shrink tunnel, pallet jacks, jigs and fixtures, automatic staplers, and other tools and equipment used in the process of light assembly daily. Fire extinguishers, First Aid and Emergency Preparedness supplies, Forklift frequently. Computer, monitor, keyboard, and mouse occasionally. May have occasional exposure to hazardous materials.

CERTIFICATES, LICENSES AND REQUIREMENTS:

- A. Valid California Driver's license, proof of insurance on personal vehicle, and recent satisfactory California DMV printout of driving record.
- B. Be willing to obtain and maintain a valid Red Cross First Aid Certificate.
- C. Fingerprint clearance is required for this position. After an offer of employment has been made the candidate will be required to obtain fingerprint clearance prior to designated start date.
- D. At the time of hire, a physical exam and TB test results within the past year are required.
- E. After hire, employees are required to pass on-going periodic drug testing.

ACCEPTANCE AND CERTIFICATION:

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions of my job as outlined above.

Employee's Signature

Date

Supervisor's Signature

Date