



**California
Human Development**

Creating opportunities for people to rise above barriers in their pursuit of better lives.

PROGRAM/DEPARTMENT: disABILITY Services/ Redwood Empire Industries Growth Opportunities LOCATION: Santa Rosa, CA	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. CHD is an Equal Opportunity Employer
JOB DESCRIPTION TITLE: Training Instructor; 1:3	POSITION STATUS: Regular Full Time FLSA STATUS: Non Exempt
SALARY: Grade 3	PROGRAM HOURS: 35 hours per week

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, comprised of Work Services and Adult Day Program services, provides training, support and supervision for persons with intellectual/developmental, emotional or physical disabilities. Our services include Adult Day, Work Services, Work Adjustment, Situational Assessment, Group Placement, Individual Placement, and Job Coaching. We receive referrals from the Department of Rehabilitation, North Bay Regional Center, County Mental Health, and Private Rehabilitation Counselors. CHD/disABILITY Services holds a strong belief in the abilities of each individual and their right to advancement.

DEPARTMENT DESCRIPTION: The CHD/disABILITY SERVICES Adult Development Program provides training, support, direct 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. We also offer training in Work Services and use actual work to determine each client's employability and develop basic work skills and habits. Work Services must also maintain the quality standards and production schedule of all our business contracts.

SUMMARY: The **Training Instructor** provides instruction and is responsible for training and direct care and supervision of adults with intellectual/developmental disabilities. The Training Instructor implements positive behavior support plans that enables each client to reach his or her goals. The Training Instructor works within a teamwork environment and must be able to support clients with personal care. The Training Instructor prepares and presents educational material in small groups of 3 clients and to individuals who need personalized assistance. The person in this position works daily as a positive role model with persons with disabilities, including but not limited to intellectual/developmental disabilities, mental health, traumatic brain injuries, cerebral palsy, hearing impairments, and physical disabilities.

REPORTING RELATIONSHIPS: The Training Instructor reports to the Rehabilitation Counselor and receives direct supervision within the framework of CHD/disABILITY Services Policies and Procedures. Each Training Instructor 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 disabled and/or other challenged clients in basic life habits and skills, both in on-site classroom and community based settings.
- B. Teach clients in small groups so they can develop social, cognitive, motor, recreational, exercise, and leisure skills as identified in each Individual Service Plan ISP.
- C. Organize a group of clients and the materials needed for interesting, meaningful, and age-appropriate group activities.
- D. Communicate effectively, both verbally and in writing and keep the Program Coordinator current regarding client behaviors, work abilities, and training needs.
- E. Provide input to the Program Coordinator and the Rehabilitation Counselor for the development of the Individual Service Plan (ISP).
- F. 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.
- G. Provide as needed services to maintain client health and safety using proper lifting and individualized guidance techniques, i.e., break and lunch time monitoring, assist with mobility, restroom needs and changing clothing, adjust the environment to suit individual client needs, etc.
- H. Escort and direct clients who need individualized attention during transition times, i.e., to and from vans, to a new area of activity, to a specific chair, etc.
- I. Provide positive role modeling (respect for clients and co-workers, punctuality, team work efforts, etc.) for each client by demonstration of habits and attitudes that promote good basic life skills and safety.
- J. Develop educational enrichment classes in self-care, self-advocacy and other curricula based upon client interests and abilities. Implement classes in small groups both in-house and in community based settings.
- K. Complete and submit Lesson Plans according to weekly schedule; utilize Lesson Plans while teaching assigned classes.
- L. Accurately complete all ISP related data in Therap, Data Records, maintain client Attendance Records and other necessary documentation daily.
- M. Maintain good organization of common classroom space for health and safety, including efficient and safe work spaces, open aisle ways, proper lighting, good housekeeping, etc.
- N. Monitor and maintain the supplies needed for client activities, both on-site and in the community. Let Program Coordinator know when supplies/equipment are needed.
- O. Maintain professional relationships with referring counselors, families, residential services providers, other members of the ID Team and business customers.
- P. Attend Staff and Rehabilitation Team meetings; participate in group problem solving process, implementation of decisions for classes, activities, and daily operations.
- Q. Follow established guidelines, policies, and procedures in order to ensure program consistency and protect the welfare of clients.
- R. Participate in the safety program and provide meaningful suggestions for working safely.
- S. 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. If trained, monitor medications as instructed by Program Coordinator according to Community Care Licensing Standards.
- B. Attend relevant training as assigned.
- C. Participate in cross training for all direct service staff positions as assigned.
- 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 planning.
- F. Drive or travel by Public Bus with clients to locations within Sonoma County.
- G. Assist respectfully with client personal hygiene needs.
- H. Follow relevant CARF, Community Care Licensing, DOL, OSHA and all relevant regulatory guidelines and standards.
- I. Represent CHD/disABILITY Services in a professional manner, with knowledge of and a commitment to the principles of normalization and providing age appropriate services.
- J. 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. Sign language and/or spanish-speaking 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 resolve conflicts effectively.
- 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 use sound judgement.
- 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 and recognize and manage personal bias.

OTHER ABILITIES:

- A. Ability and desire to relate to people with disabilities as dignified and competent individuals.
- B. Effectively train and work with people with a variety of disabilities.
- C. Communicate effectively to explain client behavior both verbally and in writing.
- D. Ability to teach and discuss curriculum with small groups of clients.
- E. Ability to analyze a task and break it down to teachable components according to personal needs of the client.
- F. Ability to safely drive clients to various locations and follow all applicable laws.
- G. Ability to understand and perform proper use of safety equipment and safety procedures.
- H. 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, Community Care Licensing, 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 and must be age 18 years or older.
- 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. Experience with conflict resolution and positive behavior support techniques desirable.
- 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, Carrying, and Standing
Occasionally: Sitting, Stooping, Lift up to 40 lbs, Squatting, Kneeling, Bending, Push/Pull, Twist
Seldom: Climbing
- B. **WORK ENVIRONMENT:** Air conditioned office setting with a carpeted concrete floor. Work with others all day with frequent verbal face-to-face contact. Some level of noise from material handling, conversation, and music. Frequent movement in the main hall area.
- C. **Tools and equipment usage:** Calculator, pens and paper daily. Fire extinguishers, First Aid and Emergency Preparedness supplies. Computer, monitor, keyboard, and mouse daily.
- D. 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. Upon hire, be willing to obtain and maintain valid CPR and Red Cross First Aid Certificates.
- 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. Within 10 days of hire, a physical exam and TB test results from 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.

Training Instructor; REI 1:3
Employee's Signature

Date

CHD/disABILITY Services
Supervisor's Signature Date