

## CLAUSEN HOUSE JOB DESCRIPTION

**Position Title:** Instructor                      **Department:** Independent Living program

**Supervisor:** ILS Program Coordinator

**Job Status:** Full Time/Part-time or on Call      (Non-Exempt)

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### **EDUCATION:**

B.A. in education, psychology, sociology, or related field, and (preferably) one year experience in training developmentally disabled and/or special needs population; or High School diploma plus three years of experience in teaching/working with developmentally disabled and/or special needs population.

### **JOB REQUISITES:**

1. Skill in working with and teaching developmentally disabled adults.
2. Ability to separate curriculum into small steps (task analysis) and teach individuals of different functioning levels (individualized instruction).
3. Ability to conduct classes independently and structure preparation time efficiently.
4. Skill in writing objectives, making assessments and collecting data.
5. Ability to work harmoniously with other staff members.
6. Ability to act as role models for clients.
7. Possession of a working automobile, a valid California Drivers License, liability insurance, a clean driving record, and a willingness to drive own car for work-related purposes.
8. Willingness to be flexible in shift schedule assignments.

### **ESSENTIAL FUNCTIONS:**

1. Responsible for offering instruction in independent living skills to developmentally disabled adults in natural settings. Create most independent living situations as possible.
2. Develop educational materials for assigned clients, maintain records of individual progress, and write annual/semi annual reports.
3. Plan course content and gather educational materials effectively.
4. Attend as required and prepare for weekly staff meetings, IPP's and other client meetings.

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**ESSENTIAL JOB FUNCTIONS (CONTINUED)**

- 5. Attend in-service trainings provided by agency.
- 6. Communicate to the Director and/or Program Coordinator concerns about the program, client’s progress and needs.
- 7. Implement behavioral approaches developed by the Director and/or staff.
- 8. Assist with any medical/dental appointments, banking needs or Social Security appointments, as needed.
- 9. Assist with vocational needs (when possible) in related areas and activities.
- 10. Monitor maintenance of apartment (oven cleaning, fuse changing, light bulb replacements, etc.)
- 11. Attend in-service training provided by agency.
- 12. Create most independent living situation possible.
- 13. Perform other tasks requested by Director of Independent Living Program and Program Coordinator.

**PHYSICAL DEMANDS:**

Ability to fulfill all physical requirements related to providing ILS instruction. Specific Examples Include, but are not limited to:

- **Endurance/Overall Strength** – Move about frequently; sit/stand/walk/drive for a minimum of 7 hours per day. Some sedentary work. Bending, lifting and squatting, with objects weighing up to 30-50 lbs. Must be able to handle lifting/transferring consumers with physical impairment problems. Exerts force and/or lifts or carries objects weighing up to 50-100 pounds frequently and/or occasionally.
- **Climbing:** Frequently ascend and descend stairs to make rounds of building and consumer home visits.

**ENVIRONMENT CONDITIONS:**

- **Location:** Inside/Outside – Work is predominately inside and generally provides protection from weather conditions and temperature changes. Outdoors accompanying consumers to assist with daily chores/activities in the community.
- **Stairs/Steps:** Frequently – occurs on every shift. Ascend and descend stairs to access any required work area or other areas related to functioning in the workplace.

**Signed:** \_\_\_\_\_  
Employee

**Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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