

# EmployAbility

**Exempt:**                      **Non-Exempt: Yes**

**Title: Community Access Group Instructor**

**Reports To: Community Access Group Manager**

**Department: Community Access Group (CAG)**

**Effective Date: July 1, 2018**

## **JOB SUMMARY**

Under general supervision, performs work of moderate difficulty connecting adults with developmental disabilities to a wide array of community volunteer and enrichment activities. Documents individuals' progress on goals.

## **ESSENTIAL JOB DUTIES**

1. Provides training to assist individuals with full participation in chosen community based activities.
2. Will assist individuals with safely boarding and exiting vehicles. Transports individuals to community based sites to enable volunteer and enrichment activities.
3. Encourages individuals to choose activities that are of interest to them. Plans group activities around the choices that have been made.
4. Develops strong rapport with partner organizations and identifies potential challenges. Reports challenges to supervisor so they can be effectively addressed.
5. Uses the computer to perform person centered documentation on individuals in group ensuring goals are addressed in accordance with funder requirements.
6. Assists individuals with personal needs if the individual is unable to independently address these needs.
7. Provides counseling to individuals in regards to acceptable appearance, attitude, and behavior.
8. Ensures open communication is maintained with Case Managers of individuals served in CAG.
9. Participates in the Individual Service Plan (ISP) process and assists with the development of outcomes and strategies designed to meet needs identified by participants, families, and other team members.
10. Maintains daily attendance records and is responsible for ensuring individuals' daily lunch orders have been made.
11. Participates on the Transportation Team which is responsible for providing safe transportation for individuals to and from CCDS on a daily basis using organization's vehicles.
12. Ensures all health and safety precautions are observed.
13. Must be able to obtain First Aid and CPR certification.
14. Maintains ongoing communication with Case Managers of individuals served.
15. All other duties as assigned.

## **COMPETENCIES**

1. Experience: Experience in working with persons with developmental disabilities preferred.
2. Knowledge of: Microsoft Office (Word and Excel) and Community based programming is preferred.
3. Skill at: Implementing activities that match choices made by individuals and writing in an accurate detailed manner.

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## **MINIMUM QUALIFICATIONS**

1. High school diploma or equivalent. Must have valid driver's license and current insurance.

## **JOB REQUIREMENTS**

1. Working Conditions: Will work in community based partner organizations to assist with enrichment activities and volunteer work.
2. Equipment Operation: Will operate an EmployAbility van to transport individuals to and from community partners' sites.
3. Physical Requirements: Must be able to lift at least 50 lbs. and stand for long periods of time. Effective verbal written and auditory communication skills necessary. Vision must be adequate to safely operate vehicles.

## **SUPERVISION OF OTHER POSITIONS**

1. Responsible for supervision of individuals while in community, as well as assisting with other individuals in Training Services while onsite.

## **SALARY/BENEFITS**

Salary is commensurate with education, qualifications, and work experience. Benefits include paid holidays, vacation and sick leave, and a comprehensive benefits package.

## **APPLICATION DEADLINE**

Position considered open until filled. Background investigation and finger printing will be required. This job description is a temporary guide, subject to change at the discretion of management. The incumbent may be required to perform any other related duties as required by the supervisor. If you are employed after hours with a job other than EmployAbility, please contact Human Resources to complete the required form.