

EmployAbility

Exempt: Non-Exempt: Yes

Title: Packaging Assembly Instructor

Reports To: Packaging Assembly Manager

Department: Packaging Assembly

Effective Date: July 1, 2018

JOB SUMMARY

Under general supervision, performs work of moderate difficulty instructing adults with developmental disabilities in basic personal and social skills and varying work skills. Performs daily documentation on progress being made by the individuals served.

ESSENTIAL JOB DUTIES

1. Trains individuals to care for their personal needs and ensures completion of job tasks.
2. Develops daily training modules focusing on vocational skills, as well as soft skills.
3. Provides pre-vocational counseling in regards to appropriate work behavior, appearance, attitude, and punctuality.
4. Implements planned training for individuals, cares for individuals' personal needs, and the preparation of training materials.
5. Ensures that adequate supplies are maintained and areas are kept clean.
6. Ensures that rules and safety /emergency procedures are observed.
7. Responsible for quality control, production scheduling, meeting production deadlines, and quotas.
8. Assists in the development of program goals and documents progress for the individuals served.
9. Participates on the Transportation Team which is responsible for transporting individuals on a daily basis using facility vehicles.
10. Maintains attendance records, daily production, and time and earnings sheets.
11. Must be able to obtain First Aid and CPR certification.
12. Maintains ongoing communication with Case Managers of individuals served
13. Additional duties as assigned.

COMPETENCIES

1. Experience in working with persons with developmental disabilities preferred.
2. Organizing and coordinating multiple activities, strong verbal and written communication skills.
3. Skill in the operation of computers and job-related software programs.
4. Oral and written communication skills.
5. Skill in interpersonal relations.
6. Decision making and problem solving skills.
7. Ability to handle multiple tasks simultaneously and prioritize workloads of individuals served.

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MINIMUM QUALIFICATIONS

1. High school diploma or equivalent. Must have valid driver's license and current insurance.
2. Minimum of 1-3 years of full-time paid work experience in similar professional environment.

PREFERRED QUALIFICATIONS

1. Industrial assembly process and use of industrial equipment is preferred.
2. Experience with THERAP database system.

JOB REQUIREMENTS

1. Working Conditions: Will work inside in industrial setting
2. Equipment Operation: Industrial equipment. Microsoft Office computer applications, primarily Word and Excel.
3. Physical Requirements: Must be able to lift at least 50 lbs. and stand for long periods of time. Effective verbal and auditory communication skills necessary. Vision must be adequate to safely operate vehicles, equipment and perform quality inspections of work.
4. Supervision of Other Positions: Responsible for supervision of individuals in plant.

SALARY/BENEFITS

Starting Salary: \$10.50 per hour plus. 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.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____