FOCUS INC.
JOB DESCRIPTION

TITLE: Life Skills Instructor

ACCOUNTABLE TO: Services Coordinator and/or their designees.

FLSA STATUS: Non-exempt hourly

JOB SUMMARY:
This position involves general activities necessary for the physical care and behavior management of individuals experiencing developmental disabilities. Care may be provided in the consumer’s home, in the community, or in the approved home of the Life Skills Instructor (LSI).

RESPONSIBILITIES:

• Provide care to consumers without discrimination as to race, religion, sex, age, or disabling condition.

• Know and adhere to established agency policies, procedures, and childcare regulations. This includes but is not limited to:
  a) Attending agency and program orientation session with Supervisor or their designee.
  b) Completing one observation session while care is being given in the home of consumer.
  c) Able and willing to obtain a minimum of 15 hours of field-related training each calendar year.
  d) Demonstrating competency in completing all required forms, time cards, and reports.
  e) Consistently receive evaluations indicating solid satisfactory performance.

• Call the family, other LSI’s and supervisor with as much notice as possible if ill or in the event of an emergency.

• Uphold and consistently follow program and licensing regulations and procedures carefully.

• Maintain positive, professional working relationships with consumers, their families, and other agency staff. This is demonstrated through parental and supervisory evaluations.

• Attend required meetings and in-service training sessions, including mandatory annual training sessions.

• Update and upgrade skill levels by attending agency-provided in-service training or other authorized training for a minimum of 15 hours of mandatory annual training. The year is based from 1 January to 31 December. All training will be prorated from the month of employment for all new LSI’s (based on 2 hours per month). The employee is responsible for providing evidence of and maintaining records of the training and the number of hours of training they attended.

• Must act as a mandatory reporter in accordance with State of Alaska reporting requirements.

• Accept and integrate supervision. Includes, but not limited to:
  a) Following the program administrative staff instructions, directives and FOCUS policies and procedures. Monitoring by case notes, parental evaluations and monitoring checks.
  b) Following parental instruction/directions regarding care of consumer as monitored by case notes and parental evaluations.
• Provide care for consumers regardless of location by creating and maintaining an atmosphere that is welcoming, understanding, communicative and supportive of both parents and consumers.

• Willing and able to substitute consumer care for other FOCUS LSI's, when needed.

• Willing and able to work with consumers with incontinence, in a respectful and professional manner.

• Through work performance and parent evaluations, demonstrate a solid working knowledge of most frequently encountered disabilities of consumers and the ability to provide specific, quality care for them.

MINIMUM QUALIFICATIONS:

Interpersonal:
• Must be a sensitive and mature individual who is able to relate well to both children and adults.

• Demonstrated warmth, insight, interest, and respect for persons with disabilities.

• Able and knowledgeable to cope with emergency situations (i.e. accidents, CPR, seizures, etc.), in a calm and efficient manner.

• Able to work well in a noisy environment, and demonstrate high levels of patience and positive attitudes toward persons experiencing developmental disabilities.

• Able and willing to be a team player and to work cooperatively with their supervisor.

• Able to communicate effectively with the consumers and families that they work with.

Education/Experience:
• Minimum 18 years of age and have a High School diploma or equivalent, or able to obtain within six months of hire.

• Possess current CPR/1st Aid Certificate, or willing to obtain one within 30 days from date of hire.

• Possess and maintain a valid Alaska driver’s license and insured vehicle that meets minimum State of Alaska insurance requirements.

• Able to pass and provide a Background Check that meets State of Alaska requirements.

• One year experience delivering direct care services either in classroom, day care, medical or residential settings is a highly preferred qualification.

PHYSICAL & ENVIRONMENTAL REQUIREMENTS:

While performing the duties of this job, the Life Skills Instructor will be required to use hands and fingers to handle or feel; reach with hands and arms; speak and hear clearly. The noise level in the work environment varies low to high. The job requires the ability to walk, climb stairs, kneel, stoop, and may be required to lift and/or move items weighing up to 50 lbs. Specific vision abilities required by this job include close vision, color vision, distance vision and ability to adjust focus. The job may require extended periods of sitting or standing. The Life Skills Instructor may be required to work long hours, and may be required to work occasional nights and/or weekends and must regularly interact with co-workers and the public.

This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and minimum qualifications of the job.

Updated 5.29.2013