

RCS EMPOWERS, INC.

Date Established 03/31/10

Review Date 03/31/11

JOB DESCRIPTION: Day Services Instructor - PT

POSITION LEVEL: Para - Professional

QUALIFICATIONS: High School Diploma or equivalent. Experience in working with developmentally disabled and/or behavioral challenging persons, and willingness to provide direct personal care essential. Must be authorized for coverage under agency insurance if operating agency vehicle, have good driving record, and valid Wisconsin driver's license.

REPORTING SUPERVISOR: Adult Center-Based Services Coordinator

POSITIONS SUPERVISED: None

PAY RANGE: \$9.93/hour - \$13.28/hour

GENERAL DUTIES:

Provide supervision, instruction, training, and direct care for individuals. Assist case manager in implementation/documentation of goals and objectives per Individual Program Plan. Complete time cards and other paperwork essential to department operation.

*Denotes essential job function.

SPECIFIC DUTIES:

- *1 Plan, adapt and implement activities which enhance the personal growth and community integration of each participant.
- *2 Provide input for, assist in implementation and documentation of, each participant and evaluatee's IPP/behavior plan, providing input to appropriate Case Manager/Rehabilitation Trainer
- *3 Assist in bus duty performing individual transfers and bus attendance as needed, transport individuals utilizing agency vehicles as scheduled, including the ability to operate the agency minibus and all vans.
- *4 Provide personal care for individuals as needed, including but not limited to toileting, feeding, personal assistance, transfers.
- *5 Follow and enforce agency safety rules, provide input regarding safety concerns, assist participants in emergency evacuations.
- *6 Requisition materials, cashier lunch sales and supervise lunchroom, complete

accident reports, incident reports and other applicable paperwork per agency guidelines.

- 7 Perform additional duties as assigned by Supervisor.

PHYSICAL REQUIREMENTS OF THE ESSENTIAL JOB FUNCTIONS:

1. Skill in communicating in spoken conversation - adequate volume speech.
2. Skill in writing/reading.
3. Skill in mathematics.
4. Normal hearing required for conversation, telephone use, and emergency information systems.
5. Visual acuity, depth perception, and field of vision within normal range.
6. Must be able to move safely about work area.
7. Must have full active range of motion of all extremities.
8. Must be able to bend/squat/twist/kneel frequently.
9. Must have bilateral use of hands for repetitive single grasp and release tasks.
10. Must have bilateral use of hands for repetitive fine manipulation.
11. Must have the physical stamina to work at least 8 hours per day.
12. Must be able to intermittently stand at least 4 hours per day and sit at least 4 hour per day.
13. Must be able to physically transfer client from a wheelchair in a safe manner.
14. Must be able to turn head side to side (180°) regularly.
15. Must be able to lift up to 50 lbs. an average of 2 times per day.
16. Must be able to carry up to 25 lbs. an average of 3 times per day.
17. Must be able to tolerate weather extremes to include: heat, humidity, and cold.
18. Must be able to perceive size, discrimination, temperature, shapes, and/or textures.
19. Must be able to utilize agency equipment proficiently after training including but not limited to "sit to stand" and all vehicle lifts/tiedowns.

EMOTIONAL REQUIREMENTS OF THE ESSENTIAL JOB FUNCTIONS:

1. Must be able to change routine in a positive manner.

2. Must be able to follow through on assignments independently.
3. Must have good organizational skills.
4. Work output must be at a competitive level.
5. Must have stable work behaviors on a daily basis.
6. Must have adequate individual coping skills.
7. Must be able to maintain good work attendance.
8. Must be able to respond appropriately to emergency situations.
9. Must be able to exercise good judgment in an effort to maintain a safe work environment.

APPAREL:

Attire appropriate to program and in compliance with agency dress policies.

CONFIDENTIALITY STATEMENT:

I acknowledge the receipt of a copy of the Client Bill of Rights and understand that persons receiving services (participants) at RCS are protected under these rights. I further understand that I am **not** to discuss issues concerning RCS participants working at RCS as this information is confidential and cannot be released per state law.

I am also aware that violation of participants' rights, which includes breach of confidentiality, will result in my services no longer being needed by RCS and could result in criminal and civil liabilities.

I acknowledge the receipt of and agree to abide by the Code of Ethics policy.

Further, I understand the responsibilities of this position and am capable of performing the physical and emotional demands required.

Signature

Date