

POSITION: COMMUNITY LIVING INSTRUCTOR

CLASSIFICATION: Non-Exempt (Hourly)

REPORTS TO: Community Living Manager

DATE UPDATED: July 13, 2016

POSITION SUMMARY:

The Community Living Instructor (Instructor) is responsible to plan, direct and coordinate community living program activities and supervise Community Living Trainers (CLT) in providing quality supports with personal, social and home living skills to consumers with developmental disabilities. This position requires the supervision of up to 4 homes. This position requires good judgement to intervene and respond to incidents and emergency situations.

GENERAL DUTIES:

This position requires the ability to work independently, ability to make sound judgement and decisions to ensure the operations of the community living program are uninterrupted.

1. Will be knowledgeable of the CCRC Policy and Procedures.
2. Instructors are required to abide by the CCRC Medication and Health Policy and the New Mexico Board of Pharmacy Standards and Regulations.
3. Community Living Instructors (Instructors) are required to ensure the health and safety of all consumers and homes are in compliance with Office of Environmental Health (OEH) and Developmental Disabilities Waiver service standards.
4. Supervises and trains the Community Living Trainers (CLT). Instructor will be responsible for orientation of job duties for new employees within the community living program.
5. Will complete the Individual Specific Training (IST) for all CLT staff within their assigned homes, as outlined in the Individual Service Plan (ISP) within the community living program.
6. Ensure adequate staffing so that the daily program objectives are completed and services are uninterrupted.
7. Community Living Instructors will be Individual Specific Training (IST) trained and prepared to work as a direct support staff as needed within the community living program.
8. Promote a safe and healthy work environment on a daily basis.
9. Ensures that the monthly activity calendar is implemented as planned and the personal and home management training, are carried out by the Community Living Trainers.
10. Responsible to submit a request for health trainings for new employees to the health department.
11. Instructor will complete and submit the Teaching and Support Strategies, Semi-Annual Reports, and Quarterly Reports to the Community Living Manager.
12. Monitors the frequency of the outcomes and action steps as outlined in the Individual Service Plan (ISP) and reviews the documentation of the outcome progress report and submits to the Community Living Manager by the last day of each month.
13. Review "Time-In & Out" forms, check for accuracy and submit to the Community Living Manager by the last day of each month.
14. Reviews consumers program file to ensure required documents are in place. (Refer to file matrix sheet).
15. Ensure billing documentation is accurate, complete and submitted weekly, biweekly and monthly. (Weekly for DD Waiver, Biweekly for Navajo Nation consumers).

16. Ensures Community Living Trainers complete the vehicle inspection procedure to ensure the vehicle is safe, prior to operating a CCRC vehicle using the vehicle inspection form.
17. Participate as a member of the CCRC Strategic Planning team and Management team.
18. Assist the Community Living Manager in developing and implementing an annual budget for the community living department.
19. Participates as a member of the Interdisciplinary Team (IDT) by attending meetings relating to consumers.
20. Monitors that the Community Living Trainer implements and documents progress or needed repair of the assistive technology inventory.
21. Responsible to know the individuals' overall health, medication, therapy services and personal preferences.
22. Community Living Instructors are required to be certified in the Assisting with Medication Delivery (AWMD) certification before handling any medication.
23. Reporting and documenting all required reports in a timely manner. (See attached documentation schedule)
24. Assist and train consumers in proper personal hygiene, meal preparation and social skills.
25. Interact, supervise and support consumers during activities to promote physical and emotional well-being.
26. Complete and submit CCRC Nurses' assessment; and implement prescribed treatment plans for consumers during an illness until discontinued
27. Community Living Instructor are to ensure proper shift exchange occurs at 8:00am and 4:00pm with the day programs and the weekend shift.
28. Support and chaperone athletes who compete in Special Olympics.
29. Conducts daily reviews of the Medication Administration Record (MAR), PRN (as needed), Short-Term MAR and the Controlled Drug Record, to ensure consumers receive their prescribed medication and to minimize medication errors.
30. Will coach CLT on medication side effects, food/drug interaction and the purpose of the medication.
31. When a medication error occurs, the Instructor will be responsible to supervise and coach CLT with the AWMD procedure for 3 sessions.
32. Coordinate health care with the health department on the well-being of the consumers.
33. Instructor is responsible to report any environmental hazard issues with their homes to the Community Living Manager.
34. Instructors are to ensure the Emergency Evacuation Drills occurs monthly and the report is completed and submitted to the Transportation and Facility Manager.
35. Depending on the weather and daily activities scheduled, ensure individual is dressed appropriately and comfortable for their daily activities.
36. Will assist and train consumers and CLT staff to maintain a safe and healthy home living environment on a daily basis.
37. Exercise food preparation in accordance to Food Handler's certification.
38. Community Living Instructor will ensure the Individual Service Plans (ISP) are implemented and training is completed according to Individual Specific Training (IST).
39. Prior to operating a CCRC vehicle, Instructor will conduct the vehicle inspection procedure to ensure vehicle is safe to operate.
40. Instructor will coordinate travel plans with the Community Living Trainers in accordance to their approved schedule.
41. Community Living Instructors (Instructor) will ensure food request are filled out and submitted into the Electronic Requisition (E-REQ) system weekly.

42. Instructor is responsible to review and approve the Money Request Form and coincides with the monthly activity calendar and/or the consumers Individual Service Plan (ISP). Ensures that money request form is submitted to the Benefits Coordinator.
43. Instructor is required to follow-up and ensure unused money and receipts are returned to the Benefits Coordinator.
44. Any other duties as assigned.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

1. Able to lift at least 100 pounds and be in good physical condition
2. Work requires attention to detail and extensive computer keyboarding in a general office environment; stooping, bending, cleaning, or refueling vehicles.

QUALIFICATIONS:

1. Minimum of 3-year experience working with individuals with developmental disabilities or related field; or a degree in a related field may substitute for experience.
2. Valid Driver's License
3. Must be 21 years of age or older
4. Must meet the Physical Requirements
5. High School Diploma or GED
6. Must pass Employee Abuse Registry Clearance
7. Must pass Caregivers Criminal History Screening Clearance
8. Bilingual (Navajo/English) preferred.

SALARY RANGE: \$24,969.51 - \$36,891.34 depending upon experience/qualifications.