

POSITION: ART INSTRUCTOR

CLASSIFICATION: Non-Exempt (Hourly)

REPORTS TO: Employment Services Manager

DATE UPDATED: November 18, 2016

GENERAL DUTIES:

Art Instructor is responsible to provide training to consumers in all aspects of art such as, silversmithing, photography, pottery, beadwork, weaving, painting etc. The Art Instructor (Instructor) is responsible to plan, direct and coordinate art department program activities and supervise Art Assistant in providing quality supports with personal, social and art work skills to consumers with developmental disabilities.

Instructor will provide positive support and be a resource to fellow coworkers to promote team work while upholding CCRC Inc.'s mission and vision. Exercise good judgement to intervene and respond to incidents and emergency situations. Strong teaching and interpersonal skills, excellent verbal and written communication skills.

SPECIFIC DUTIES:

This position requires the ability to work independently, ability to make sound judgment and decisions to ensure the operations of the arts program are uninterrupted. Knowledge in art history and mediums of art; and a genuine passion in teaching art.

1. Present art information to consumers by showing examples of selected art.
2. Provide and teaching consumers how to use tools and raw materials properly and encouraging artists to show creativity and individuality with their artwork.
3. Teach consumers in areas such as knitting, sewing, weaving, sculpting, enameling, jewelry, ceramics, drawing, painting and other arts.
4. Participates as a member of the Interdisciplinary Team (IDT) by attending meetings relating to consumers.
5. Responsible to ensure implementation of consumer's Individual service training plans (IST) as approved.
6. Provides instruction in accordance to the consumers' teaching and support strategies specific to each consumers. Responsible to tailor arts projects to consumers' learning style and preference.
7. Will promote/assist consumers in self-employment options to market their completed art projects.
8. Will complete and submit the Teaching and Support Strategies, Quarterly Reports and Semi Annual Reports to the Employment Services Manager.
9. Maintain maintenance, inventory, and purchasing of all the equipment and supplies on a regularly basis.
10. Will be knowledgeable of the CCRC Policy and Procedures.
11. Required to comply with CCRC's Medication and Health Policy and the New Mexico Board of Pharmacy Standards and Regulations while assisting the consumer with their medication.
12. Supervises and trains the arts program assistants and is also responsible to orientate new employees of their job duties within the arts program.
13. Will complete the Individual Specific Training (IST) for all art staff within the arts program, as outlined in the Individual Service Plan (ISP).

14. Ensure adequate staffing so that the daily program objectives are completed and services are uninterrupted.
15. Arts Instructors will be Individual Specific Training (IST) trained and prepared to work as a direct support staff as needed within the arts program.
16. Promote a positive, safe and healthy environment in the arts program on a daily basis.
17. Submits a request for health trainings for new employees to the health department.
18. Coordinates with the Agency Nurse for training and oversight of consumers with health related supports and to implement health care plans (HCP) and medical emergency response plans (MERPs).
19. 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 Employment Services Manager monthly.
20. Review "Time-In & Out" forms, check for accuracy and submit to the Employment Services Manager weekly.
21. Reviews consumers program file to ensure required documents are in place. (Refer to File Matrix Sheet).
22. Ensure billing documentation is accurate, complete and submitted weekly for DD Waiver and biweekly for Navajo Nation.
23. Ensures the vehicle is safe prior to operating by contacting/consulting with the Facility & Transportation Department.
24. Serve as a member of the CCRC Strategic Planning team and Management team.
25. Monitors that the Arts Assistant implements and documents progress or needed repair on the assistive technology inventory.
26. Required to know the individuals' overall health, medication, therapy services and personal preferences.
27. Required to be certified in the Assisting with Medication Delivery (AWMD) certification before handling any medication.
28. Assist and train consumers in proper personal hygiene, social skills and community integration.
29. Interact, supervise and support consumers during art activities to promote physical and emotional well-being.
30. Complete and submit CCRC Nurses' assessment; and implement prescribed treatment plans for consumers during an illness until treatment plans are discontinued.
31. Ensures proper shift exchange occurs at 8:00am and 4:00pm with the Community Living weekday and Day Programs. When a consumer is obtained for a short period of time to do art work and returned to a day program, a proper shift exchange will occur.
32. Support and chaperone athletes who compete in Special Olympics.
33. Support and assist consumers at trainings relating to their employment. (food handler training, computer training, customer service, etc.)
34. Attend staff meetings and trainings as required, with active participation in staff meetings and trainings that promote improved program plans.
35. Attend art exhibitions, demonstrations, etc. with consumers to explore, gain ideas and market their art projects.
36. Assist the Employment Services Manager in developing the annual budget by analyzing monthly expenditures and revenue generated by sales.
37. Perform other duties as assigned.

PHYSICAL DEMANDS:

Physical demands must be met by the employee to safely perform the essential functions of this job. This position requires regular communication, long periods of standing and walking. The employee will be required to lift and transfer consumers of up to 100lbs. This job requires reading and writing skills.

QUALIFICATIONS:

1. AA Degree in Fine Arts or related field and a minimum of 1-year experience working with individuals with developmental disabilities or related field;
2. Knowledge in art history and mediums of art; marketing and a genuine passion in teaching art.
3. Valid Driver License
4. Must be 21 years of age
5. High School Diploma/GED
6. Able to lift up to 100lbs. and be in good physical condition
7. Must Pass the Employee Abuse Registry Clearance
8. Must pass the Caregivers Criminal History Screening Clearance
9. Bilingual (Navajo/English) preferred.

SALARY RANGE: \$24,969.51 - \$44,841.65 depending upon experience and qualifications.