

POSITION: DAY HABILITATION INSTRUCTOR

CLASSIFICATION: Non-Exempt (Hourly)

REPORTS TO: Day Habilitation Manager

DATE UPDATED: July 13, 2016

POSITION SUMMARY:

The Day Habilitation Instructor is responsible to implement customized community supports for adults with developmental disabilities to participate in typical community life in a variety of settings such as socialization, relationship building, communication, citizen skills, self-advocacy, volunteer activities and community integration. This position requires good judgement to intervene and respond to incidents and emergency situations. Will provide positive support and be a resource to fellow coworkers to promote team work while upholding CCRC's mission and vision.

SPECIFIC DUTIES:

This position requires the ability to work independently, ability to make sound judgement and decisions to ensure the operations of the day habilitation 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. Participates as a member of the Interdisciplinary Team (IDT) by attending meetings relating to consumers.
4. 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 CCRC case managers monthly.
5. Ensures the monthly activity calendar is implemented by the Day Habilitation Assistants according to the meaningful activities and outcomes as outlined in the Individual Service Plan (ISP).
6. Monitors day habilitation department inventory of supplies for janitorial, holiday events, activities and dinners.
7. Supervises and trains the Day Habilitation Assistants. Instructor will be responsible for orientation of job duties for new employees within the day habilitation program.
8. Will complete the Individual Specific Training (IST) for all day habilitation staff as outlined in the Individual Service Plan (ISP) annually.
9. Ensure adequate staffing so that the daily program objectives are completed and services are uninterrupted.
10. Instructors will be Individual Specific Training (IST) trained and prepared to work as a direct support staff as needed within the day habilitation program.
11. Promote a safe and healthy work environment on a daily basis.
12. Responsible to submit a request for health trainings for new employees to the health department.
13. Develop and complete the Person-Centered Assessments of consumers to determine consumers' strengths and needs to justify the service.
14. Instructor will complete and submit the Teaching and Support Strategies, Semi-Annual Reports, and Quarterly Reports to the CCRC's case manager.
15. Daily review of the "Time-In & Out" forms and submit to Day Habilitation Manager daily; Will then submit forms to the CCRC's case manager by the last day of each month.

16. Ensure billing documentation is accurate, complete and submitted weekly, biweekly and monthly. (Weekly for DD Waiver, Biweekly for Navajo Nation consumers).
17. Will review and maintain a complete and current confidential case file for each consumer to comply with the case file matrix policy.
18. Ensures Day Habilitation Assistant complete the vehicle inspection procedure to ensure the vehicle is safe, prior to operating a CCRC vehicle.
19. Participate as a member of the CCRC Strategic Planning team and Management team.
20. Assist the Day Habilitation Manager in developing and implementing an annual budget for the day habilitation program.
21. Monitors that the Day Habilitation Assistant implements and documents progress or needed repair of the assistive technology inventory.
22. Responsible to know the individuals' overall health, medication, therapy services and personal preferences.
23. Instructors are required to be trained in the Assisting with Medication Delivery (AWMD) certification before handling any medication.
24. Reporting and documenting all required reports in a timely manner. (Body Checks, bowel movement charts, tooth brushing and water charts, behavior support tracking, vital signs, glucose monitoring, weight charts).
25. Instructor will ensure day habilitation building is in compliance with the Office of Environmental Health (OEH) and Developmental Disabilities Waiver service standards by conducting monthly facility inspections, emergency drills, and food handler certification for staff etc.
26. Instructor will ensure incidents of abuse, neglect, exploitation, environmental hazard, suspicious injury are reported in the required timeframe to Department of Health and Navajo Nation case management agency.
27. Will ensure consumers are provided personal care and support for activities of daily living (eating, personal hygiene, and toileting, etc.)
28. Interact, supervise and support consumers during activities to promote physical and emotional well-being.
29. Complete and submit CCRC Nurses' assessment; and implement prescribed treatment plans for consumers during an illness until discontinued.
30. Conducts daily reviews of the Medication Administration Record (MAR), PRN "As Needed" medication, Short-Term MAR and the Controlled Drug Record, to ensure consumers receive their prescribed medication and to minimize medication errors.
31. Will coach Day Habilitation Assistants on medication side effects, food/drug interaction and the purpose of the medication.
32. Instructors are to ensure proper shift exchange occurs at 8:00am and 4:00pm with employment services and community living programs.
33. Instructor will contact the health department for upcoming appointments and make arrangements as needed.
34. Collaborate with the food service supervisor to order consumers lunches on a daily basis.
35. Support and chaperone athletes who compete in Special Olympics.
36. Instructors will attend all required trainings in accordance to the training policy.
37. Instructor is responsible to coordinate travel plans with Day Habilitation Assistants in accordance to their approved travel justification form and itinerary.
38. Instructor is responsible to review that the Money Request Form is submitted according to the monthly activity calendar or the consumers Individual Service Plan (ISP).

39. Ensure that all receipts (consumers request, EREQ purchases, and credit cards) are submitted back to the finance department at the end of the day in accordance to Accounting policy.
40. 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:

- 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.
- Valid Driver License
- Must be 21 years of age
- High School Diploma or GED
- Employee Abuse Registry clearance
- Caregivers Criminal History Screening Clearance
- Bilingual (Navajo/English) preferred.

SALARY RANGE: \$24,969.00 - \$36,841.00 per year, depending on experience/qualifications