



JOB DESCRIPTION

JOB TITLE: Community Supports Instructor
JOB CLASSIFICATION: Part time, Variable hours; Non-exempt
REPORTS TO: Community Supports Manager
JOB PURPOSE: To provide effective efficient delivery of services to consumers.

JOB RESPONSIBILITIES:

1. Provide targeted and goal-oriented supports to individuals with developmental disabilities residing in their natural homes.
2. Provide direct care supports and training to increase consumers' independence.
3. Participate in the development of Individual Support Plans (ISP).
4. Effectively teach daily living skills to consumers where barriers have been recognized per ISP.
5. Consistently seek out new opportunities for consumers to connect with their community to increase their independence.
6. Support consumer with learning appropriate responses to real life situations.
7. Complete emergency drills and documentation of drills as required.
8. Communicate effectively with supervisor and consumers team regarding progress and issues to be resolved.
9. Complete all required documentation.
10. Clearly and thoroughly document all interactions per funder's and agencies guidelines.
11. Complete daily documentation including, but not limited to, progress logs and data collection.
12. Submit all required documentation to supervisor to meet deadlines.
13. Complete all required trainings by deadlines.
14. Maintain high professional standards at all times.
15. Maintain competency by engaging in activities of professional development.
16. Follow all personnel policies and procedures.
17. Maintain clean and orderly environment.
18. Familiarize self with and follow facility and department policies and procedures.
19. Perform other duties as assigned by the supervisor.

JOB SPECIFICATIONS:

EDUCATION/EXPERIENCE: High school diploma or equivalent required, direct care experience supporting individuals with developmental disabilities highly preferred. Basic computer skills, including proficiency in Microsoft Office products and use of search engines is required. Candidates should possess: knowledge of resources within the county; ability to comprehend, speak, read, and write effectively in English; ability to do basic math; ability to problem solve, to effectively multi-task, plan and prioritize to meet deadlines; effective communication skills. Knowledge of disabilities and special needs populations highly preferred. Must be certified in CPR and first aid within 60 days of hire date

(these trainings will be provided upon hire along with required agency trainings).

MISCELLANEOUS: Reliable vehicle, driver's license and auto insurance with the ability to travel independently required. Must have the ability to obtain a Class E Missouri license within 60 days of hire. Must have the ability to continually walk or stand up to 3 hours; ability to lift, push, pull or otherwise move objects up to 50 pounds in weight. Must have the availability to work days, evenings, nights and weekends.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the employee in this job classification. Employees may be requested to perform job related duties other than those specifically presented in the job description.

Employee	Supervisor
----------	------------

Originated by: Megan Ingerman
Approved by: Donna Gunning
Revised: 10/15, 8/17