

COUNTERPOINT, INC.

revised 11/05

HABILITATION SERVICES TECHNICIAN I (VOCATIONAL INSTRUCTOR)

Supervised by: Vocational Specialists
Vocational Coordinator
Executive Director

Supervises: Substitute Staff

QUALIFICATIONS

REQUIRED

1. High School diploma or equivalent and 2 years experience with people with disabilities; or two years formal education in DD field.
2. Valid Montana drivers license and insurable by Counterpoint Inc. auto insurance.
3. Ability to safely operate a 13 passenger accessible van, adaptive equipment, cleaning, and cooking equipment.
4. Upon hire must receive a criminal background clearance.

PREFERRED

Persons with current training or certification in the following areas preferred:

- A. Manual Sign Language
- B. Medication Administration
- C. DDCPT, CBT or approved equivalent
- D. CPR
- E. First Aid
- F. MANDT

CONTINUED EMPLOYMENT IS CONTINGENT UPON ATTENDANCE, COMPLETION AND MAINTENANCE OF THE ABOVE TRAINING AND CERTIFICATION, AND THE CORPORATION ORIENTATION TRAINING.

COUNTERPOINT'S MISSION AND VALUES

Counterpoint's mission is to **nurture personal growth and support meaningful lives**. Counterpoint employees promote this mission by embracing the following values:

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| Individuality | Self Respect & Self Worth |
| Personal Choice & Freedom | Community Integration & Involvement |
| Comfort & Health | Emotional & Physical Safety |
| Independence & Self-reliance | The Expansion of Experiences |
| Human Potential | Equality in Relationships with all People |
| Quality in the Lives of our Consumers | |

All interactions and tasks will be employed with respect to these values.

JOB SUMMARY

An instructors primary job responsibility is to provide the supports necessary for each person served to meet his/her goals & objectives for the IP year. In this regard your job description will change from consumer to consumer and from year to year. Employees must be flexible, creative and willing to participate in activities that may not be personally appealing.

Instructors provide for the health, safety, cleanliness and comfort of the individuals, their treatment and training, and the condition of the facility, its furnishings and equipment. Other job duties involve assistance and supervision to perform daily living skills, observation of clients for behavior changes and signs of illness or injury, and documentation of observations and events. Instructors will conduct structured training programs, and participate in the development of an individual's goals and objectives, and the Individual Plan. Instructors may be required to assist with consumer assessments, pre-tests, and baselines as assigned.

Instructors are responsible for ensuring quality control of job contracts, assisting to meet deadlines, and maintaining good public relations with customers. Instructors will also follow activity, work and cleaning schedules, supervising group activities as assigned. Instructors are responsible for ensuring compliance with corporation policies, procedures, and contractual obligations including, but not limited to: Accreditation organizations and the Developmental Disabilities Program.

ESSENTIAL FUNCTIONS

Physical: intermittent bending, twisting, reaching, stooping, standing and walking throughout the building for most of the 8 hour shift; driving large vehicles; lifting and carrying up to 10lbs.; sitting/driving for periods of up to 2 hours; assistive transfers, pushing/pulling of wheelchairs and hoist lifts for persons weighing up to 200lbs.;writing

Mental/Cognitive: count; calculate correct money transactions; complete simple addition, subtraction, and multiplication with a calculator; provide accurate written and oral communication w/coworkers, consumers, and members of the community; calm response to stressful situations; read, understand, recall and follow written and verbal instructions; observe consumers for signs of illness, recognize and report unsafe conditions, actions, or situations; accept supervisory authority; maintain professional workplace conduct; assist consumers with medications.

Marginal Functions: occasional lifting of up to 25 lbs.; walking with consumers in the community up to 1 mile; drilling, nailing, putting in screws, and other simple woodworking tasks.

CLIENT SERVICES

1. Supports individuals in developing their physical, intellectual, social, and emotional capacities to the fullest extent.
2. Conducts assigned skill training programs, activities, and behavior management programs, recording and documenting required data.
3. Provides assistance and supervision in personal care such as eating, grooming, toileting, bathing, dressing and taking medications.
4. Ensures the protection of the individual's rights.
5. Reports to Program Manager or Case Manager any client who is in need of referral or special services.
6. Provides transportation to and from the vocational center, and support as needed to individuals with medical appointments, recreational outings, or jobs.
7. Observes clients for behavior changes and signs of illness and/or injury, reports, documents, and charts observations and events. Writes Incident Reports as required by Counterpoint Policies.
8. Provides input to Specialist and Program Manager regarding IP goals and objectives.
9. Must maintain confidentiality as required by Counterpoint Inc. Policies, and Code of Ethics.
10. Will provide job coaching as assigned to individuals with jobs in the community.
11. Keep individuals safe, clean, and comfortable.

ADMINISTRATIVE

1. Assist in training new staff and volunteers.
2. Attends staff meetings, and in-service training as scheduled by Program Coordinators or Executive Director.
3. Maintain positive contact with families, advocates, guardian, doctors and therapists of individuals attending the Vocational Center regarding individual needs.
4. Document daily activities, program, and health issues.
5. Report to Vocational Coordinator any problems or concerns, need for repairs, training, professional, client or maintenance supplies.
6. Assist in keeping accurate records of client payroll, and invoices of work completed.
7. Greets the public ,and other production customers, courteously as they bring in cans for recycling, and presents a positive image to the public while involved in work/leisure activities in the community.
10. Follows procedures for handling all monies, including individuals finances.
11. Schedule substitutes as needed using approved substitute pool.
12. Promotes a strong corporate safety culture by identifying, removing, and/or reporting safety hazards to a supervisor.

SPECIAL CONDITIONS

1. May be required to alter scheduled hours or days off as necessary.
2. Shifts of longer than 8 hours may be required on weekends, holidays, and special outings/trips.
3. Exposure to unpleasant sights, sounds, odors, and physical aggression may be encountered.
4. Additional job duties may be required and assigned by the supervisory staff.
5. Required to work a number of Holidays throughout the year.