
JOB DESCRIPTION

JOB TITLE Alternative Ventures Instructor

DEPARTMENT: Alternative Ventures Program

CLASSIFICATION: Union-Grade-7 Bargaining Unit Position

REPORTS TO: Campus Director - Vocational Development Center

REQUIREMENTS: Education &/or Experience

At least two years at an accredited college or university or an AA degree from a Junior College. Field of study psychology, social work or other human services field preferred. Experience may be in lieu of education.

Other

Ability to independently represent the agency in the community. Valid California Driver's License with clean annual DMV printout with proof of insurance. Current Adult First Aid and CPR Certifications. Must be able to pass LiveScan. Physically capable of ensuring the health and safety of persons served, including lifting and transferring techniques.

BASIC FUNCTIONS:

Directs and coordinates activities of nonprofit organization to train or improve skills of individuals with intellectual and developmental disabilities by performing the following duties personally or through subordinate supervisors.

DUTIES AND RESPONSIBILITIES:

- Care and supervision of persons served while in program, out in the community, during transportation procedures
- Supervises and assists assigned clients in community projects. Acts as an advocate as applicable, based on client's choices.
- Staff will employ **Person-Centered Planning (PCP) and Approaches and Positive Behavioral Supports (PBS)**
In Person-Centered Planning (PCP), the individual is noted first, not someone who is defined by their disability. By understanding who this person is, that individual to others. PCP is a self-empowering process as it encourages individuals their own goals. In addition, it emphasizes the assessment of the strengths and skills of an individual as well as their personal dreams and goals **Positive Behavioral Supports (PBS)** is a comprehensive approach to assessment, planning and intervention for people who exhibit challenging behaviors using two strategies-addressing deficient environmental conditions (physical access, staffing, staff training, activity schedules, engagement techniques and choice-making opportunities and behavior aspects of the individual designed and positive, emphasize learning, offer choice and social integration, be culturally appropriate, and include modifying environments as needed.
- Initiates, develops, and implements various projects impacting, recreational, social, cultural, domestic, volunteer, vocational, and community access domains.
- Develops and implements client-centered programming on bi-weekly basis.
- Assigns individuals simpler tasks when individual cannot perform assigned duties.
- Co-develops, implements, monitors, and participates in pre-client case reviews and goal planning for each client. Maintains, coordinates, and communicates with Habilitation Coordinator(s).
- Monitors and maintains clients' files. Maintains running records, develops lesson plans, responsible for implementing quarterly evaluation data and other documents as requested by the supervisor.
- Monitors individual client's transportation to and from community settings.
- Monitors individual's health and safety and immediately notifies supervisor of any changes
- Maintains a high level of safety and security according to The Arc of Alameda County's and community site standards. Ensures that all health and safety standards are being met, emergency procedures are known, and participates in regular emergency drills.

- Able to complete all tasks, duties, care and supervision of persons served
- Supervises and assists clients with personal hygiene, as needed. Implements behavioral interventions by, but not limited to: redirection, refocusing, prompting, rewards, etc., in order to maintain clients in program.
- Maintains valid First Aid/CPR certification at all times. Responds to emergency/seizure/medical first aid situations.
- Maintains and monitors the agency vehicle for a high level of safety and mechanical integrity.
- Ensures the rights of persons served for both Titles 17 & 22 are adhered to
- Completes and participates in all meetings, inservices, inspections and passes all training competencies
- Physically capable to lift and/or transfer persons served in any and all environments
- Other duties may be assigned. Reviews evaluations made on individuals to ascertain types of work recommended and limitations due to specific disability.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform their essential functions.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense, understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL RESPONSIBILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, talk or hear, and taste or smell. The employee frequently is required to stand; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 32 or more pounds and occasionally (due to client's needs), lift and/or transfer them with assistance of others. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Reviewed & Approved Annually by
Ron Luter 7/11, 7/12, 6.13, 6.14