



-INTERNAL VACANCY NOTICE-

POSTING PERIOD: May 29, 2018 – June 11, 2018

Applications are being accepted for the position listed below during the Posting Period and beyond if not filled within 2 weeks of the end of the posting date.

POSITION: Day Habilitation Instructor

PROGRAM: Day and Employment Services

WHEN: Immediate

FLSA STATUS/CALENDAR: Non-Exempt – Full Time

DESCRIPTION:

The Day Habilitation Instructor is responsible for assisting individuals to acquire, retain or improve their self-help, socialization and adaptive skills, including communication, travel and other areas in adult education. Activities and environments are designed to foster the development of skills and appropriate behavior, greater independence, community inclusion, relationship building, self-advocacy and informed choice. Additionally, the Day Habilitation instructor will assist individuals with contributing to their communities through volunteer work.

RESPONSIBILITIES:

- Develop and implement habilitative plans which outline outcomes through person-centered planning.
- Participate in case reviews for all participants.
- Document all services provided to participants per Day Habilitation Services procedures.
- Incorporate effective, behavioral and therapeutic strategies into the general program.
- Maintain appropriate OPWDDD documentation and paperwork in accordance with regulatory guidelines.
- Attends all required meetings and general agency staff in-service training.
- Collaboratively work with community partners.
- Maintain certification to distribute medications to Individuals as assigned.
- Assist with personal hygiene when needed.
- Serve as a mentor providing guidance and oversight of the Day Habilitation Aide(s).
- Transport individuals to community activities.
- Perform additional duties as requested

QUALIFICATIONS:

A BA or BS is desirable with previous experience working with individuals with developmental disabilities. HS Diploma is required. Must be computer literate; communicate respectfully, openly, honestly and directly. Must be able to lift, push and pull 50 pounds. Must have the ability to become an agency approved driver. Must be SCIP certified or have the ability to be certified and maintain annual SCIP certification.

Please send cover letters and resumes to:

employment@holychildhood.org

Holy Childhood is an Equal Opportunity Employer and does not discriminate on the basis of race, age, color, religion, gender, gender status, marital status, veteran status, national origin, or any other characteristic protected by law.

Our mission is to prepare children and adults with developmental disabilities for maximum independence and integration in the community through individualized programs and services, in keeping with the philosophy and vision of our founders. We are dedicated to serving our people in an atmosphere of dignity and compassion.