

# Holy Childhood

## - VACANCY NOTICE-

**POSTING PERIOD: April 12, 2018 – April 26, 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.**

**TITLE:** Vocational Instructor  
**PROGRAM:** Day and Employment Services  
**WHEN:** April 2018  
**HOURS:** Full Time – 37.5 hours per week

**DESCRIPTION:** The Vocational Instructor is responsible for training program participants in skills necessary to meet the goal of obtaining and maintaining competitive employment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Implement goals applicable to his/her module on each participant's Individual Service Plan and applicable Habilitation Plan.
- Participate in case reviews for all participants.
- Document all services provided to participants per Employment Services procedures.
- Incorporate effective, behavioral and therapeutic strategies into the general program.
- Provide Prevocational skills training to participants of the Employment Services.
- Update projects for prevocational training.
- Maintain appropriate OPWDDD documentation and paperwork in accordance with regulatory guidelines.
- Completes and maintains compliance with Department of Labor requirements
- Must be sensitive to the cultural diversity of others and facilitate trusting relationships and partnerships with board members, vendors, and co-workers.
- Attends all Employment Services meetings, general agency staff in-service training.
- Collaboratively work with community partners.
- Assist with personal hygiene when needed.
- Transport individuals to community activities.
- Perform additional duties as requested

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have excellent communication skills (verbal and written); Problem solving skills, strong organizational skills and the ability to effectively manage multiple tasks/projects. Must be SCIP certified or have the ability to be certified and maintain annual SCIP certification. A BA or BS is desirable with previous experience working with individuals with developmental disabilities in a work environment. HS Diploma is required. Must be computer literate; communicate respectfully, openly, honestly and directly. Must be able to lift, push, and pull 50lbs

### **EQUAL OPPORTUNITY:**

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

*Please send cover letters and resumes to:* [Employment@holychildhood.org](mailto:Employment@holychildhood.org)