



**- VACANCY NOTICE-**

**POSTING PERIOD: December 22, 2017 – January 5, 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 (PWI)  
**PROGRAM:** Day and Employment Services  
**WHEN:** January  
**HOURS:** Full Time – 37.5 hours per week

**DESCRIPTION:** The Vocational Instructor sets up and organizes work to be completed by program individuals, assists program individuals with understanding assigned jobs by demonstrating steps and providing feedback

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Review jobs scheduled and deadlines with the Production Supervisor
- Identify program individuals who will complete all or parts of the job
- Perform time study's when needed
- Determine individual's piece rate
- Maintain required reports, paperwork, and data entry in MITC
- Complete all record keeping as required by OPWDD documentation requirements
- Communicates regularly with the Vocational Coordinator regarding progress of individuals and collaborates with the Vocational Coordinator and Production Supervisor regarding potential modifications to assist individuals with successfully completing jobs.
- Responsible for job organization including:
  - Set up
  - Individualized instructions
  - Quality control
  - Job break down
- Demonstrates sensitivity to and respect for the diverse cultural backgrounds and practices of the students, adult program individuals, staff and families of Holy Childhood.
- Assists individuals with personal care, as needed.
- Other duties as assigned

**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)*