

Lorain County Board of Developmental Disabilities

Murray Ridge Center

POSITION OPENING

ADULT PROGRAM INSTRUCTOR PT

Location: Murray Ridge Center

QUALIFICATIONS

Minimum:

Must have a high school diploma or GED. Must be able to move/transfer production materials and maintenance equipment.

Must possess and maintain current CPR and First Aid certification.

Must have a valid Ohio driver's license and an insured personal vehicle for agency use. Must have a good driving record. Must have a record of reliable work attendance. Must demonstrate continuous satisfactory job performance. Must be able to meet all requirements and obtain all certificates required to perform the job or any aspect of the job and to access funding for performance of any aspect of the job.

Preferred:

Experience providing janitorial services including floor maintenance.

One or more years experience working in the field of developmental disabilities. Demonstrated strength in developing and coordinating activities for people with developmental disabilities.

One year experience in production/contract work.

RESPONSIBILITIES

Provide vocational and habilitation training to consumers in a variety of environments including Opportunity/Vocational Centers (OVCs), group employment sites, and various community settings in accordance with the Individual Service Plan (ISP). This includes setting up jobs and demonstrating production techniques on production machinery and facility procedures to facilitate employment training and skills. Implement daily living skills and self-help activities.

Assign jobs, provide training and oversee quality control when working in production.

When working in a group employment setting, communicate effectively with management of that organization.

If assigned to Supported Employment (SE), attend monthly SE meetings.

Maintain records of completed work, production records and delegated nursing. Evaluate individuals' work and progress.

Teach Habilitation classes in the areas of self-care, daily living and active treatment. Conduct community integration activities. Provide delegated nursing services in health maintenance and self-care. Design, coordinate, and implement leisure/recreational activities.

Provide assistance as needed in making choices and decisions.

Work independently with limited supervision.

HOURS Normally 19 hours/week. Flexible as needed including evenings, weekends, holidays, and program closing days.

SALARY: Level 3

PROBATION: 280 calendar days (initial); 90 calendar days (non-initial)

CONTACT: Human Resources Department or hrdept@murrayridgecenter.org