



Sunflower Diversified Services

- Department:** Day Services – Plant
- Position Title:** Employments Skills Instructor 1
- Reports to:**
- Plant Floor Manager Andrew Rincon
 - Amanda Urban
- Supervises:**
- Clients
- Qualifications:**
- Minimum of 21 years of age
- License/
Certification:**
- Maintain Abuse/Neglect/Exploitation, Ethics, Sexual Harassment, Emergency Preparedness, Vehicle Orientation, HIPPA, Bloodborn Pathogens, AP/SP/CI, Supportive Healthy Living and OSHA trainings and CPR, First Aid, Medication Administration, Residential Orientation and Mandt certifications
 - Valid Kansas Drivers License with good driving record
- Education:**
- Minimum of High School Diploma/GED
- Position
Summary:**
- Provides support to individuals with developmental disabilities who, with assistance from staff, can experience employment activities that will enhance their lives
 - Services are provided on an individual basis with the attention given to the client's specific needs and interest.
 - Staff will be available to provide a variety of services and supports to meet client's goals
 - Work cooperatively with other members of the employment services team
- Experience:**
- NA
- Skills:**
- Ability to multitask
 - Ability to work with minimal supervision and instruction
- Working
Conditions:**
- 50% indoor
 - 50% outdoor
 - May have high noise levels due to radio traffic, telephone calls, walk in clients, or other agency business
 - Temperatures will reflect seasonal changes at outdoor sites and attempts to maintain comfortable temperatures will be made at indoor sites
 - Noise levels vary by site but are usually moderate, although at

times may be loud

- Hearing protection is provided at sites with extreme noise levels
- Environmental conditions vary by work site and employees are required to work at community locations
- Must follow assigned work schedules that typically reflect hours Monday-Friday but schedules and hours vary based on need
- Employees are expected to remain flexible and cooperative.

Physical Requirements:

- Regularly required to stand, kneel, stoop, squat, talk, walk, and hear
- Frequently required to reach with hands and arms
- Occasionally required to sit
- Frequently required to use hands to finger, handle, feel objects, manipulate tools, or controls and grasp objects
- Ability to listen and remember information
- Ability to speak clearly
- Regularly lift and/or move up to 15 pounds
- Frequently lift and/or move up to 25 pounds
- Occasionally lift and/or move up to 50 pounds
- Ability to regularly lift up to 75 pounds to transfer persons to/from wheelchairs to toilets, chairs, and beds.
- Must successfully demonstrate ability to drive car/vans

Job Responsibilities :

- Personal conduct must contribute to positive working relationships with co-workers, citizens and administration
- Demonstrate self-reliance and good judgment
- Comply with all agency, and departmental policies and procedures
- Ability to effectively communicate with drivers, clients, co-workers, and administration
- Strong customer service skills with ability to deal with a variety of people in a positive and effective way
- Lead or participate in the supervision of a group or individual work activities designed to develop abilities to increase vocational skills and employability. Activities will include
 - o Work Ethics
 - Dependability – regular attendance, promptness
 - Reliability – to complete task assigned
 - Quality – do the job correctly
 - o Interpersonal Skills
 - Co-worker relationships – respect for others, courtesy
 - Employer relationships – attitude, respect

- Public relationships – customer relationship skills
- o Vocational skills
 - Tools & Equipment – proper use and safety
 - Academic skills needed to support employment
 - Vocational support – assist client in learning and maintaining a skill required to complete an assigned task
- Provide needed supports that enable the client to maintain personal well-being and dignity. Supports are based on the client's level of disability
 - o Personal hygiene support
 - May involve total care assistance with bathroom functions and personal cleansing
 - Teaching appropriate clothing for specific work environments
 - Ensuring clients meet the standards required in the specific work environment
 - o Behavioral support may involve verbal or physical redirection when client is engaged in inappropriate behavior for the location or situation.
 - Make sure to follow any behavior plan that is in place
 - Will include providing emotional support and guidance
 - o Health support
 - Will involve daily monitoring of client's physical condition and may include providing treatments for specific illness/injury
- Assure all individual rights are respected
- Provide information to client's planning team and complete assessments as required
- Advocate for client's and the agency
- Provide 1st Aid or emergency care when required
- Participate in client plan/program development and ensure implementation, continuation, and monitor outcomes as assigned
- Serve as a positive role model, demonstrating necessary social, life, and employment skills enhancing client's ability to learn in the least restrictive environment
- Ethically handle agency and consumer money and property
- Be aware of medical and dietary limitations
 - o Provide care to the individual required by those limitations, teaching and assisting them with routine and

non-routine health related needs

- Teach/assist individuals in basic safety precautions, procedures and self-preservation skills. Complete emergency drill procedures as required
- Teach/assist in age appropriate leisure and recreation activities as assigned. Ensure opportunities for participation are provided in as inclusive environment as possible
- Present a positive and productive image to clients, business contacts during the performance of job functions, guardians, other family members, staff, and the general public
- Attend training/meetings as assigned
- Know and be aware of procedures required to report any suspected or known instances of abuse, neglect or exploitation
 - o Understand responsibilities of being a mandatory reporter
- Report maintenance needs to supervisor and complete maintenance request form
- Complete all required paperwork, contact logs and program data ensuring deadlines are met
- Record all incidents, accidents, and medical conditions on the appropriate forms forwarding them to the appropriate party following agency procedures
- Promote familial relationships with and for individuals and the agency
- Notify On-Call personnel when necessary following established procedures to ensure appropriate staffing and response to client needs
- Follow all SDS policies and procedures associated with employment
- Attends meetings and training as directed by supervisor
- Other duties as assigned by supervisor

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

All the health information of clients needed to perform the duties of the job description will be provided. This information may only be discussed with the staff, including the Board of Directors who have a need to know the information to adequately perform their duties, in compliance with the information management and confidentiality policies.

I have received and read a copy of this job description and have had the opportunity to ask questions regarding its contents. I understand the requirements outlined in this job description and verify that I am able to fulfill all requirements described.

Employee Signature _____ **Date** _____

**Human Resources
Department Signature** _____ **Date** _____