

Job Description

Community Activity Instructor

(Part Time)

Qualifications:

Minimum high school diploma or GED and valid driver's license. Experience working with individuals with disabilities preferred. Must have reliable transportation, good driving record, and complete clearances for Child Abuse History, PA Criminal History, and FBI fingerprinting background check.

Responsible to: Employment Services Manager

Essential Job Functions:

Perform activities with assigned clients in community settings. Assist individuals in developing skills in their areas of interest while gaining independence.

Maintain flexibility in scheduling and activities to meet program requirements. Assist the Employment Services Manager and Community Activities Supervisor with identifying and creating activities for clients to reach individual goals through community activities and volunteerism.

Provide assigned clients with continuous supervision including enforcement of OSI rules with particular attention to safety. Model good social behaviors and habits by demonstrating a positive attitude, good manners, strong initiative, and professional interactions.

Establish and maintain effective working relationships with clients, OSI management, OSI staff, and community members through positive, professional communications and behavior.

Attend ISP meetings for clients as assigned, providing input and data regarding client participation in community activities.

Accurately and thoroughly complete required documentation including client time tracking, activity/progress notes, bi-weekly staff time sheet, Incident Reports, vehicle mileage sheets, and daily vehicle inspection checklists.

Promptly report client behavioral, health, or work performance changes to the client's Program Specialist, Community Activity Instructor, Rehabilitation Manager, and/or Employment Services Manager. Document changes/concerns on client activity/progress notes.

Provide transportation to clients to and from community sites in agency owned vehicles. Maintain cleanliness of vehicles and ensure that vehicle fuel level does not fall below ¼ tank. Promptly report any vehicles maintenance needs to the Community Activities Supervisor and/or Employment Services Manager. Immediately report accidents involving agency vehicles and/or any damage observed.

Responsible for obtaining 24 hours training/mandatory trainings as required by OSI's training plan. Document training participation/time on individual training sheets.

Perform other duties as assigned by Employment Services Manager or Community Activities Supervisor.

PHYSICAL/ENVIRONMENTAL DEMANDS	DESCRIPTION
Movement/Traverse/Strength	Must be able to move about community and OSI facilities with or without clients. Positions self to maintain safe environment and ensure safety of community participants. Transports clients in agency vehicles to and from community sites. Lifts up to 50 lbs. Able to help transfer clients to and from wheelchair and/or to standing position. Able to assist with personal care needs of clients. Ascends and descends stairs at work/assessment sites.
Observation/Identification/Assessment	This position requires ability to observe, identify, assess, and document client activities. Must be able to observe physical actions and non-verbal gestures. Must be able to perform basic mathematical calculations.
Communication/Information Exchange	Must be able to communicate with clients, staff, and community members on a daily basis. Must be able to express self and exchange information in a clear and professional manner. Must be able to communicate visually, verbally, and audibly.
Operation/Use	Must be able to enter basic data computer, use copier and phone. Must be able to drive a vehicle on a daily basis.
Work Environments	Working hours primarily in community settings. Work environments include non-climate controlled facilities, as well as climate controlled facilities, year around. Indoors and outdoors.
Exposure	Through work with clients in different there will be exposure to chemicals, such as commercial cleaning solutions, adhesives, or other substances needed to complete assigned tasks. Potential exposure to bodily fluids during personal care activities.

Signature: _____

Date: _____