



**DPAC**  
DEAF PLUS ADULT COMMUNITY

## Day Program Instructor

### DUTIES AND RESPONSIBILITIES:

- o Provide instruction in the following domains as described in the Adult Education Program Design: Self-Care, Functional Academics and Vocational, Self-Advocacy, and Community Integration
- o Develop course curricula and lesson plans that include class goals to reach individuals of different developmental levels within the same group
- o Assist participants with personal care including feeding, toileting, hygiene and positioning, as needed
- o Participate in taking attendance, transportation duty, and lunch duty as assigned by Team Leaders and/or Program Manager
- o Transport consumers in Deaf Plus Adult Community's vans for offsite program activities.
- o Complete record keeping according to established standards and procedures
- o Track progress in each assigned consumer's records utilizing THERAP, provide feedback for Semi-Annual and Annual Review reports, and daily progress notes
- o Be compliant with HIPPA regulations
- o Minimizes health, safety, and any other risks to the wellbeing of participants
- o Monitor consumer progress in case notes and complete all other required paperwork
- o Complete Special Incident Reports as needed
- o Keeps First Aid/CPR current
- o Other duties as required

### AT ALL TIMES:

- o Participate in staff meetings as required
- o Comply with current agency performance standards
- o Represent the organization to visitors and the community as needed
- o Maintain a professional attitude, working cooperatively with other staff, consumers and members of the community
- o Maintain confidentiality of consumer information as required by law and agency policy
- o Monitor the whereabouts of consumers for whom you are responsible throughout program day
- o Communicates effectively and proactively with the supervisor regarding participants' issues
- o Serve as an advocate for a caseload of consumers, assisting them formally and informally with their growth in the program



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- o Meet with consumers and interdisciplinary teams to establish Person Centered plans
- o Maintain a professional manner in all aspects of the job, both on and off site
- o Function as a suitable role model for consumers
- o Make effective use of non-session time for room preparation, class planning, consumer interactions, field trip preparation, maintaining tidiness of program and common areas
- o Keep supervisor involved and informed of consumer information
- o Maintain punctuality, reliability, and ethical practices
- o Demonstrate an understanding of the program mission by applying key values and principles in the daily work setting

## MINIMUM REQUIREMENTS:

- o High school graduate
- o Fluent in American Sign Language (ASL)
- o Ability to communicate effectively
- o Ability to write reports
- o Able to work with neurodiverse populations
- o Has high energy, professionalism and integrity

## PREFERRED SKILLS:

- o One year of experience working with the intellectual and/or developmentally disabled

HOURS: Mondays-Friday 8:30 am - 3:00 pm

**HOW TO APPLY:** Send resume to [Jobs@Deafplus.us](mailto:Jobs@Deafplus.us)