



**DPAC**  
DEAF PLUS ADULT COMMUNITY

## Team Leader

### **DUTIES AND RESPONSIBILITIES:**

- o Team Leaders work as a team with other Team Leaders, Day Program Manager and Executive Director
- o Attend assigned consumer's Individual Service Plan (ISP) and Interdisciplinary (ID) Team Meetings
- o Write ISP's, including training goals and support plans through a Person Centered process; assist participants in meeting their ISP goals and objectives, train staff to work with individual consumer needs and strengths, and monitor the tracking of ISP goals including behavior goals/plans
- o With support from the Leadership Team, coordinate and provide staff training components, including orientation, on-the-job training, and continuing education
- o Develop training and support schedules, train and monitor staff as required by contract, recognizing 1:1, 1:2 and 1:3 consumer to staff ratio
- o Transport consumers in Deaf Plus Adult Community's vans for offsite program activities.
- 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 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 Serve as an advocate for a caseload of consumers, assisting them formally and informally with their growth in the program
- 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



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o Demonstrate an understanding of the program mission by applying key values and principles in the daily work setting

## **MINIMUM REQUIREMENTS:**

- o Two (2) years or more documented work with adults with developmental disabilities, preferably in a center and/or community-based adult day programs
- 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
- o Demonstrated understanding of best practice protocols related to intellectual and/or developmentally disabled in the context of Regional Centers and/or the Department of Developmental Disabilities
- o Experience in non-aversive behavior management techniques. Must be certified in CPI within 30 days of employment
- o Demonstrated ability to work effectively on a multi-disciplinary interagency team & cooperatively with diverse external collaborators (for example, parents, Regional Center staff, other community programs, group homes)
- o Ability to obtain TB clearance, current certification in CPR and first aid, valid California driver's license, clean DMV printout and current automobile insurance. Must pass DOJ and FBI fingerprint clearance

## **PREFERRED SKILLS:**

- o Bachelor's Degree in human services, special education, social work or related field
- o Knowledge of Regional Center System and Lanterman Act and ADA

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

PAY: Salary commensurate with training and experience

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