

UKIAH VALLEY ASSOCIATION FOR HABILITATION
Job Description

JOB TITLE: Floating Individual Program Manager (Instructional Staff)
DEPARTMENT: Rural Adult Programs
SALARY LEVEL: Range E
REPORTS TO: R.A.P. Program Director
FLSA STATUS: Nonexempt
PREPARED BY: R.A.P. Program Director
APPROVED BY: Board Of Directors
APPROVED DATE: 4/20/15

SUMMARY

The Floating Individual Program Manager provides instruction in the areas specific to persons served objectives based on their service needs and choices. Responsible for ensuring the safety and well being of each person served. This position may be assigned to work in up to 4 different departments based on staffing needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Provide supervision, support and instruction to one or more persons served in a variety of activities and environments in a positive and constructive manner.
2. Collect and evaluate data to maintain progress in the areas of instruction for persons served.
3. Maintain necessary documentation; write reports and complete filing as required.
4. Provide persons served with needed assistance in toileting, eating and other personal care activities.
5. Maintain a safe and hygienic working environment.
6. Attend all meetings as required.
7. Maintain a positive working relationship with local agencies, parents, customers, co-workers, and care providers.
8. Assist with the maintenance of all vehicles, equipment, and supplies in a safe and hygienic manner.
9. Assist with medication administration for persons served when needed.
10. Drive company vehicles safely.
11. Set and complete work priorities in an efficient and orderly fashion.
12. Assist persons served with self-advocacy.
13. Align work behavior with UVAH's Mission, Code of Ethics and Values.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or G.E.D. Experience in instruction and/or providing direct services to people with developmental disabilities is desired. Experience and/or knowledge of behavior management are desired.

LANGUAGE SKILLS

Ability to read and interpret documents such as Individual Program Plans, psychological evaluations, annual reports, safety rules, equipment operation and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITIES

Ability to apply common sense, understanding, and be able to carry out instructions furnished in written, oral or diagram form. Capable of dealing with problems involving several concrete variables in standardized situations.

CULTURAL COMPETENCY

Recognize how personal values may conflict with or accommodate the needs of diverse clients and coworkers and strive to effectively and respectfully interact with individuals served, families and caregivers, co-workers and other stakeholders from a wide range of cultures and backgrounds.

REQUIRED

Valid California Driver's License

Two years driving with a valid driver's license

Clean DMV Record

First Aid and CPR Certification

Must have criminal record clearance from licensing agency

OTHER SKILLS AND ABILITIES

Can be relied upon to work alone in the community without direct supervision

Is capable of working with a flexible schedule and as part of a team

Can implement instructional and behavioral plans based on individual objectives and class assignments.

Capable of being reliable, trustworthy, responsible, and punctual

Ability to maintain a mental disposition and overall outlook that is positive, open, and supportive of others.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, climb or balance, and talk and hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 45 pounds, and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to cleaning agent fumes.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate.

I have read the above described job description and understand the duties and responsibilities described therein.

Employee Signature

Date

Employee Name (printed)