UNITED COMMUNITY OPTIONS OF BROWARD, PALM BEACH OF MID-COAST COUNTIES

EMPLOYEE JOB DESCRIPTION

NAME: _____   **DEPARTMENT**: _____ ADULT PROGRAM _____

POSITION: _____ DIRECT SUPPORT INSTRUCTOR _____   **DATE EMPLOYED**: _____

Specific Duties & Responsibilities
1. Provide any care or assistance needed by the adults we serve regarding cleanliness, safety and health care.
2. Work individually with the adults we serve to achieve I.P.P. goals and/or behavioral goals.
3. Implement and document daily progress of behavior, I.P.P. goals and vocational goals, as well as all other requires documentation.
4. Maintain, document and is accountable for all production flow in assigned area including quality control.
5. Assist, intervene in all behavioral situations and document such according to all guidelines.
6. Maintain open communication with all departments, supervisors and co-workers.
7. Work cooperatively and constructively, maintaining a professional, organized, positive role model for the agency, the adults we serve and co-workers.
8. Attend all staff meetings, in-services and workshops as deemed necessary.
9. Maintain work area, files and all paper work in a professional organized manner.
10. Provide supervision, assistance and direction to all the adults we serve at all times.
11. Follow all agency policies and procedures at all times.
12. Perform all other duties as assigned.
Transportation Duties
1. Perform all pre-trip inspections according to policy.
2. Transport adults/children to and from programs following assigned route.
3. Assist adults/children in entering/exiting vehicle securing all safety/restraint devices on wheelchairs and car seats.
4. Report incidents and or accidents to Transportation Coordinator following all agency policies and procedures.
5. Call parents when bus is not running or late.
6. Maintain vehicle in safe, clean and operating condition.

SPECIFIC DUTIES & RESPONSIBILITIES
Job Title: **DIRECT SUPPORT INSTRUCTOR**
Supervisor: ASSISTANT DIRECTOR OF VOCATIONAL SERVICES (ADT)
Dept/Div.:   ADULT PROGRAM
NON - Exempt (HOURLY)

7. Operate vehicle in accordance with all City and State laws.
8. Ensure all car seats, wheelchairs and safety equipment are in safe operating condition at all times.
9. Adhere to all agency policies and procedures regarding transportation.
10. Transport clients to and from day program as requested.
11. Perform all other duties as assigned.

SPECIFIC DUTIES & RESPONSIBILITIES
Job Title:___**DIRECT SUPPORT INSTRUCTOR**___
Supervisor:___ASSISTANT DIRECTOR OF VOCATIONAL SERVICES (ADT)
Dept/Div.:___ADULT PROGRAM_____
NON - Exempt (HOURLY)

10/11/17 version: Effective 03/23/16

Check each item that needs to be a Goal for Next Year	**Computer Related Duties and Responsibilities ---Self Assessment** **The purpose of this section is to act as a reminder of UCO's policies that will maximize effectiveness and efficiency of employee's computer and UCO's network. Following these guidelines will protect the valuable information in our computers and save time and resources for you and the IT department. Identify items that need to be a Goal(s) and indicate if you need training.**	Need Training
	1) Electronic media is not be used for discriminatory, harassing or obscene communications, personal gain, advancement of individual opinions, or for any other purpose which is illegal or against agency policy or UCO's interest.	
	2) Employee does not… • Transmit, retrieve, download or store derogatory, offensive, defamatory, etc. messages or images. • Make threatening or harassing statements to another employee, client or outside party. • Transmit, retrieve, download or store messages relating to Equal Opportunity protected categories (race, sex, etc.). • Send or receive copyrighted or confidential materials without prior authorization. • Solicit personal business opportunities or personal advertising. • Gamble, monitor sports score or play electronic games. • Use a code, access a file, retrieve stored information or disseminate information unless authorized to do so • Upon termination, no employee shall remove any software or data from agency computers.	
	3) Employees does… • Utilize the TCG Helpdesk helpdesk@ucosouthflorida.org or call 1-866-950-9870 for assistance • Check their e-mail at least twice each work day. • Utilize encryption software to send protected messages • Properly log-off their computers at the end of their shift, unless instructed otherwise.	
	4) The standard best practices below are observed and practiced: • Protect system by not opening unsolicited emails or downloading freeware or listening to or downloading streaming video • Review junk email daily or at least weekly in order to "unjunk" emails or move to in box that you want keep • Protect confidential and information by saving to H drive personal user file and not C drive • Purge files in H drive personal user file and emails periodically to save space; • Use scan feature and printing to copy machine if available • Internet use—plan sessions to be as efficient as possible and closes site when leaving the computer • Restrict internet usage to visiting sites that are related to official work and or work related professional interests; doesn't use internet for personal business, use streaming banners, listen to iTunes, Limewire, or other music and file sharing websites; access Youtube, Face Book or My Space, play games • Keep computer equipment clean and protected from damage • Do not download or install any type of software without prior authorization from the IT Department. This includes desk top screen savers. • If you suspect you have a virus or malware, turn off your computer and notify the IT Department immediately. • Do not share or leave passwords that can be easily found by others and lock work station • Do not disconnect or move your computer without prior authorization from the IT Department. • Lock workstation (Alt-Control-Delete) when you step away from your computer to prevent unauthorized access. Do NOT turn off your system at the end of the day, lock and leave running • Use standardized email signature format for emails (name, title, corporation name, program name or department (optional) address, phone number, fax number, confidentiality statement); don't use personalized backgrounds, pictures, quotes etc	
	5) All UCO computers, e-mail and Internet access are the agency's property to be used solely for agency business. All software, data collected and data created is also agency property	
	6) UCO reserves the right to monitor and review all information created and/or communicated by its employees via electronic media; copy and/or disclose any information in our system to law enforcement officials or other third parties	
	7) Violations of this policy may result in disciplinary action up to and including termination.	
	8) Employees may be subject to criminal prosecution and/or substantial monetary penalties for violations of this policy. UCO reserves the right to change this policy at any time.	

SPECIFIC DUTIES & RESPONSIBILITIES
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Supervisor:＿＿ASSISTANT DIRECTOR OF VOCATIONAL SERVICES (ADT)
Dept/Div.:＿＿＿＿ADULT PROGRAM＿＿＿＿＿＿
NON - Exempt (HOURLY)

<mark>**QUALIFICATIONS**</mark>: (Education/Experience/Licenses/Personal Characteristics)

DIRECT SUPPORT INSTRUCTOR
(TITLE)

1. High School Diploma or GED from accredited school
2. Two (2) years of related experience working with adult with developmental disabilities
3. Valid FL driver's license and acceptable MVR

ESSENTIAL FUNCTIONS:

United Community Options of Broward, Palm Beach and Mid-Coast Counties are in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicant or employees with disabilities and will attempt to make reasonable accommodations when necessary. The following are abilities and physical requirements for this position at United Community Options of Broward, Palm Beach and Mid-Coast Counties.

A. Ability to orally communicate effectively with others, with or without the use of an interpreter
B. Ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aids of services.
C. Ability to work cooperatively with all levels of staff.
D. May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties.
E. May be required to accomplish job duties using various types of equipment / supplies to include, but not limited to, pens, pencils, calculators, computer keyboards, telephone, etc.

JOB DESCRIPTION COMMITMENT:

A. I have read and am fully aware of all the responsibilities indicated in this position description, and I acknowledge the fact that I will be held accountable for insuring that all duties are carried out as deemed appropriate. The job description reflects the general details considered necessary to describe the principal functions of the job. It should not be construed as a complete description of all the work requirements that may be inherent to the job.

B. As an employee of United Community Options, I understand that I am required to report to work (before, during and after) a period of civil unrest or natural disaster in accordance with the agency emergency procedures.

C. As an employee of United Community Options, I am aware of and committed to a Drug Free Workplace.

D. As an employee of United Community Options, I am aware of the reasonable risk of exposure and of the probability of exposure to blood borne pathogens relative to my specific job duties. I have been trained on the use, purpose and location of personal protective equipment (PPE) and may use additional PPE as I wish.

E. As an employee of United Community Options, I understand I am required to comply with all safety and health related policies.

SIGNATURES: Sign and Date at review meeting.

Employee	Date	Supervisor	Date
Director	Date	Executive Director	Date