

## **JOB DESCRIPTION**

**POSITION: Community Life Skills/Teacher**

**REPORTS TO: LLP Coordinator/Executive Director of Operations**

**POSITION SUPERVISED: None**

### **JOB SUMMARY:**

The Community Life Skills/Teacher works under the direct supervision of the Lifelong Learning Program Coordinator and/or Executive Director. Also has collaboration with the interdisciplinary team which will be responsible for assisting and training in the areas of communication, life skills, social behaviors, personal skills, health care, and promoting self-reliance to the extent possible in a classroom base setting at the Lifelong Learning Program and in the community real life practice and experience. The Community Life Skills/Teacher is responsible for meaningful activities and/or programs to assist individuals supported improve skills related to daily living, such as personal hygiene or social skills, necessary to enable individual become more self-reliant.

***This position is Monday - Friday, 8:00 am - 3:00 pm with Benefit Eligible.***

### **MINIMUM QUALIFICATIONS:**

- Must be at least 18 years of age.
- Demonstrate integrity and honesty.
- Demonstrated commitment to provide services to the developmentally disable population.
- Demonstrated empathy, communication skills and emotional fitness to interact with developmentally disable population.
- Demonstrated ability to approach individuals in a creative and thoughtful manner
- Negative pre-employment drug screen.
- Must be able to provide verifiable references.
- Must be able to meet mandated training requirements.
- Must be free of communicable diseases.

### **DESIRED QUALIFICATIONS:**

- Must have a secondary school diploma or its recognized equivalent.
- Associates (AA) or higher degree is preferred but not required.
- Basic computer knowledge and skills preferred, to complete on-line training and computerized job responsibilities.
- Valid Florida Driver's License with clean record.
- Preferably one year experience in developmentally disabled individuals and/or exposure to rehabilitation/therapy field, but will train the qualified applicant.
- Required to pass a criminal/background check; including AHCA Level II clearance.
- Reliable transportation with appropriate license and insurance coverage for driver.
- Private telephone to ensure appropriate communication.
- Creativity, enthusiasm, self-esteem, persistence, and sensitivity to others.
- Willingness to keep current on important knowledge and perspectives in the field.
- Willingness and ability to make independent judgments and seek additional assistance when needed.
- Understanding how and when to find and use community resources.

- Making the community connections and advocacy skills.
- The ability to work in various environments and conditions, as needed by the person receiving supports.
- Must present at all times a professional demeanor and be a role-model to others. Dress and comport oneself in a manner which is in keeping with good safety practices.
- Ability to work with staff in a manner conducive to full performance and high morale.
- Ability to complete work in a timely and organized manner.

### **JOB DUTIES AND RESPONSIBILITIES:**

- Adheres to the Code of Ethics by supporting and promoting the physical and emotional well-being of the individuals. Shows integrity and responsibility, maintains confidentiality, and promotes justice, fairness and equity. Be respectful, assist in developing and maintaining relationships. Assists the individuals in achieving self-determination and being an advocate for the individuals supported.
- Assess each individual's needs and interests in order to design custom lesson plans in keeping with Individual Support Plan (ISP).
- Identify, develop and coordinate sites within community for individual supported to participate in consistent with their needs, desires as identified in their Individual Support Plan (ISP)
- Coordinate planning of activities at sites with direct support professionals as per individual's needs, desires and as identified on their ISP.
- Assess sites for wheelchair accessibility.
- Support active participation in the community and promote community connections.
- Ensure needs of individuals are met including but not limited to their safety and well-being.
- Ensure compliance with regulations and Lifelong Learning Program Policy & Procedures, to include but not limited to training on behavioral plans/strategies & protocols, ISP objectives and teaching strategies.
- Maintain required documentation to include ISP Data, lesson plans and log of services provided in the community.
- Provide individuals supported with a community integration experience as scheduled, with or without additional staff, etc. as appropriate.
- Incorporates Core Competencies and Empowerment Strategies in their daily professional responsibilities.
- Attends meetings (ISPs, quarterlies, RGM, etc.) with person supported.
- Prepares reports and other informational materials as needed
- Modeling Active Treatment within the classroom setting and in the community during community base instruction.
- Demonstrates to staff how to run small learning groups for individual supported with extensive needs.
- Works in collaboration with the interdisciplinary team in integrating services in the class and in the community.
- Coordinates training and outings in the community and serves as community liaison.
- Completes required documentation for community base instruction, completes lesson plans in conjunction with IDT and/or teacher
- Completes progress notes at the end of month.
- With specific training, drives agency vehicle to transport individuals to and from community locations.
- Provides assistance as needed in the management of behavior and emergency care.
- As required and with specific training, maintains CPR certification
- Keeps confidential, all information regarding person supported.
- Uses universal precautions when dealing with bodily fluids.

