

PLEASANTVIEW INDUSTRIES INC.

27921 Urbandale Ave Saugus CA 91350 Phone:661-296-6700 Fax: 661-296-4761

JOB DESCRIPTION

Community Integration Program Instructor

Pleasantview Industries offers a range of services to meet the needs of individuals who want to develop life skills and vocational skills through two program options, the Community Integration and the Supported Employment Programs. Pleasantview is an agency that believes that all people continue to learn and grow throughout their lifetime and strives to be a place that supports personal and professional growth and development for employees and clients alike.

Role:

Community Integration Program Instructors are responsible for providing supervision and intervention to participants around skill development according to their individualized goal plan. Instructors report to the Community Integration Program Coordinator.

Responsibilities:

- Provide necessary and appropriate supervision of participants to assess participant skills and identify areas of necessary skill development.
- Provide instruction and supervision to participants focused on the Individualized Service Plan (ISP), which is included in the Regional Center Individualized Program Plan (IPP), for each participant.
- Identifies, proposes and schedules, in advance to/with program coordinator, planned activities in the community for each participant that align with participant goals.
- Supports participants progress toward achieving goals by supporting learning and skills development during each activity in the community. Treats participants with respect and maintains a friendly demeanor at all times.
- Serves as the face of Pleasantview when in the community, ensuring that all interactions with participants, employers, internship sites, volunteer sites and community members are appropriate and positive.
- Completes progress notes accurately, on a daily basis, and completes any other paperwork based upon the required schedule. This assists in the development of the participant ISP by providing timely, and accurate, feedback on participant progress.
- Attends team meetings, is attentive to information presented, applies the information into direct support work and participates as appropriate.
- Completes assigned training in a timely manner.
- Performs other duties as required or directed.

Position requirements:

- Must be a responsible and professional employee which includes: being capable of working independently with minimal supervision, able to independently evaluate situations using department protocols and procedures, be a dependable team member, able to maintain consistent attendance, being able to receive feedback about work performance and being able to implement recommendations for performance improvements.
- Part time position.
- Work hours between 8:30am and 3:30pm, but may vary depending on participant needs.
- Position may require driving to and from various locations in Santa Clarita and surrounding areas for participant centered services and instruction using personal vehicle.
- Position requires maintaining current insurance coverage limits as required by the State of California.
- Position requires tolerance to a variety of temperature and weather conditions due to services being community based and participant centered.
- Position requires frequent standing, walking and sitting, at times for the duration of the shift.
- Position may require working lunch period, if not working with another coworker.
- Must be able to complete First Aid/CPR and other training as required.
- May require California Drivers License with no adverse notes on DMV record.
- Position requires LiveScan for FBI/DOJ background check with no history which impacts ability to perform the work of the agency safely and appropriately.

Qualifications:

- High School Diploma or equivalent.
- Experience working with individuals with disabilities is preferred.

Benefits:

- Wage range is between \$17 and \$20, depending on experience and education.
- Mileage is reimbursed when using personal vehicle at the IRS Standard Mileage Rate.
- Cell phone usage is reimbursed

Immediate Supervisor: Community Integration Program Coordinator