



**Job Title:** Program Lead

**Date:** December 2022

**Department:** ADP

**Location:** Alambre Building

**Position Reports to:** Assistant Program Manager

**Pay Rate:** \$18/hr.

**Position Supervised:** None

**Position Summary:** Under the direction of the Assistant Program Manager provides instruction and guidance of program participants in order to maximize their potential, and ensure goals are being implemented appropriately as written in their ISP's.

**Essential Job Functions include but are not limited to the following:**

Acts as a role model for staff in providing quality program and care for the participants

Ensures all participants are provided care and proper accommodation whether in-house or in community

Works with staff individually and in small groups, in proper implementation of participant goals and objectives as well as accurate data collection

Trains new and current staff in program policies and best practice procedures

Be able to work at all ADP individuals at their job sites when needed.

Reviews weekly activity schedule and daily attendance reports, reviews goal sheets, and compiles end-of-the-month statistics

Oversees the staff in the accurate completion of daily notes in a timely manner

Collects and submits 1:1, 1:2, and 1:4 attendance for billing on a monthly basis

Works to ensure age-appropriate activities utilizing functional training are provided

**Additional Duties and Responsibilities include but are not limited to:**

Responsible for the care and appropriate activities of their assigned participant/s

May at times be required to assist with first aid and CPR

Assists group staff in completing required documentation (i.e., SIR, Progress Notes, Goal Sheets, etc)  
Promotes activities that are deemed appropriate for individual participant and makes recommendations to manager

Provides input to the Assistant Program Manager on participant/s progress and needs, as well as evaluations of staff in the group

Understand the role of the department and how it contributes to the overall success of Vocational Visions

Treats staff fairly and shows respect to co-workers in all departments

Adheres to all Vocational Visions Policies, Code of Conduct and Procedures

Performs other duties as assigned

**Qualifications:**

**Required Education:**

- High school diploma or equivalent
- Completion of training in CPR and First-Aid

**Required Experience:**

- A minimum of two years experience working with people with developmental disabilities or other comparable experience

**Preferred Experience**

- Some familiarity with various departmental documentation

**Working Knowledge of:**

- Persons with developmental disabilities, behavior and characteristic
- Familiarity with activities and training skills for persons with developmental disabilities
- Desire to work with individuals with developmental disabilities
- Ability to foster teamwork and encourage staff to work together
- Ability to assume responsibility and supervise participants
- Fostering a positive environment and working to maintain appropriate levels of skill development and task completion with staff and participants
- Ability to cooperate and work in a team environment.
- Computer skills (Word, Excel)

**Physical Requirements/Working Conditions:**

This position requires standing as well as sitting with employee working with participants both in a controlled environment and in the community. The employee in this position is required to push wheelchairs, when working with participant/s. Employee may also be required to kneel, squat, bend, lift and twist when assisting participant/s with various needs. This position may at times require the use a computer terminal to access input and retrieve data. Finger dexterity may be required. The employee also bends, reaches and pushes and pulls file drawers with file records and reports.

May at times be required to lift up to 50 pounds.