



Job Title: Program Lead **Date:** January 2023
Department: DTAC/Emeritus/HRS **Location:** Alambre Building
Position Reports to: Program Manager **Pay Range:** \$18
Position Supervised: Behavior Specialists/Teaching Assistants (8-12)

Position Summary: Under the direction of the 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 with proper care and accommodation, whether in-house or in community

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

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

Prepares weekly/monthly activity schedule and daily attendance reports, schedules community integration outings, reviews goal sheets and compiles end-of-the-month statistics

Works within the department to provide "sub's" for absent staff

Prepares and submits attendance and transportation 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:

Ensures the safety and proper training of equipment use within the work group (Hoyer lift, wheelchair, gait belt, etc.) at all times

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

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

Completes assigned training in a timely manner

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 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 adults with Developmental disabilities/Intellectual disabilities

Preferred Experience

- Some familiarity with various departmental documentation

Working Knowledge of:

- Adults with Developmental/Intellectual disabilities
- Familiarity with activities and training skills for adults with Developmental/Intellectual disabilities
- Desire to work with adults with Developmental/Intellectual 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.
- Unique needs of each participant
- Microsoft Office

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.

Occasional lifting of over 50 pounds may be required in this position. Employee in this position wears a back brace to assist participant/s in toileting. A more detailed list of specific physical requirements is attached.

There may be times when behaviors of a participant cause them to hit, slap, poke, bit or pull at an employee's hair or clothing. Other incidents may also occur. The employee in this position needs to understand that this is part of the job, and while staff works to prevent this from happening there may be instances when it can't be avoided.

Received Job Description: _____ Date: _____