

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

Treats staff fairly and shows respect to coworkers.

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

Acts as a team player

Other duties as assigned.

Qualifications:

Required Education:

- High School graduate or equivalent
- Valid California Driver's License

Preferred Education:

- Some courses in psychology or guidance

Required Experience:

- Minimum of 2 years' experience working with adults with Developmental/Intellectual disabilities in a vocational setting
- Ability to work independently on assigned tasks

Preferred Experience

- Familiarity and knowledge of Intellectual/Developmental Disabilities
- Prior supervisory experience
- At least one year of successful experience working with adults with I/DD

Working Knowledge of:

- Standard office equipment (Fax, Copy Machine)
- Basic MS Windows (Word, Excel)
- Ability to communicate effectively both verbally and in writing
- Ability to be detail oriented
- Ability to demonstrate methods to be followed in instructional settings
- Ability to assess vocational capabilities and limitations of persons served
- Unique needs of each participant

Physical Requirements/Working Conditions:

This position is primarily a sedentary position, with employee working in a controlled office environment. The employee answers phone calls and occasionally bends, reaches and pushes and pulls file drawers with file records and reports. This position uses a computer terminal to access input and retrieve data. Finger dexterity may be required to operate the computer keyboard. Occasional lifting of over 25 pounds may be required in this position.