

**REHABILITATION INSTITUTE OF SOUTHERN CALIFORNIA  
POSITION DESCRIPTION**

**PROGRAM:** Enrichment Services and CBAS Programs  
**POSITION:** Module Facilitator/Teacher  
**DATE:** August, 2018

Reviewed: Yes \_\_\_\_\_ No \_\_\_\_\_

**FUNCTIONS AND GENERAL SCOPE OF THE POSITION:** To work collaboratively with the program coordinator, program aide and lead aide to provide care and supervision of program participants. Provide classroom curriculum and continuing education opportunities to disabled adults. Develop appropriate classroom curriculum to be implemented during the teaching of the classroom activities. Complete documentation related to the participants goal progress and curriculum implemented. Other duties as assigned.

**WORK PERFORMED:** Facilitate classroom instruction and supervision to disabled adult participants. Develop appropriate curriculum to be delivered to various levels of participants throughout the day. Work collaboratively with other key staff in the rotation scheduling process, behavior monitoring process of participants and goal progress process. Complete documentation, research, develop and deliver appropriate curriculum to meet the needs of all participants. Provide supervision and a safe environment for all participants in a classroom setting, adhere to RIO policies and procedures regarding confidentiality, behavior modification techniques etc. Other duties be assigned.

**ESSENTIAL FUNCTIONS OF THE JOB:** Ability to research, develop and implement the curriculum for disabled adults, ability to ensure that the participants are learning and enhancing their knowledge, ability to collaborate with the program coordinators, program aides and lead aides regarding the progress of the participants, ability to ensure a safe environment for all participants, ability to ensure that policies and procedures for RIO are implemented and met, ability to be cognizant of all medical conditions of the participants when attending the classes, ability to create a safe, warm, orderly and attractive learning environment for all participants, ability to utilize a variety of effective learning techniques to meet the needs of all participant levels, ability to facilitate the activities to meet the needs of various functioning levels of the participants, ability to ensure that the goals established for each participant are a focus and progress is assessed and the ability to ensure that any behaviors that may negatively impact the classroom are addressed in a manner that is in line with RIO policies and procedures.

**EQUIPMENT USED:** Various types of equipment related to activities such as a white board, projector, television, DVD player, radio, arts and crafts, cards etc.

**PHYSICAL REQUIREMENTS:** Ability to stand, walk, lift, transfer, and carry up to 50 lbs. Ability to bend, stoop, squat, twist, pull, push as needed to provide direct care/assistance to participants. Ability to walk on varied terrain which includes carpet, tile, concrete, dirt, and grass. Ability to work within an office and classroom area, which includes reaching for charts, supplies and retrieving and replacing items on shelves. Must be able to react appropriately to situations in the program, classroom, restroom, or other program areas.

**POSITION QUALIFICATIONS:** Bachelor's degree or one in progress preferred. Activity leader certification may suffice for the minimum requirement.

One-year experience working with disabled adults in a rehabilitation setting.

Must have mature judgement and decision making in order to supervise participants. Must have good communication and interpersonal skills. Must be able to read, write, speak, and understand English proficiently. Must maintain a professional appearance, attire, attitude and conduct. Ability to assist/facilitate group activities in a classroom setting. Must be able to perform all job functions. Current First Aid and CPR certification required and must be maintained. Must pass physical and background fingerprint clearance through Live scan.

