

REHABILITATION INSTITUTE OF SOUTHERN CALIFORNIA

POSITION DESCRIPTION

PROGRAM: Independent Living Skills Services (ILS)

Position: INDEPENDENT LIVING SKILLS INSTRUCTOR

Date: December, 2018

FUNCTIONS AND GENERAL SCOPE OF THE POSITION: The ILS Instructor is responsible for the service delivery and coordination with the Case Manager as guided by the participant's Individual Program Plan (IPP) for all assigned cases.

WORK PERFORMED: The ILS Instructor, under the supervision of the Program Coordinator, is responsible for training participants in the areas of: advocacy, money management, menu planning, grocery shopping, meal preparation, mobility training, housekeeping, laundry, health/medical issues and appointments, and psycho-social skills; maintaining daily reports; respond to participant emergencies; participate in IPP meetings; participate in weekly staff meeting and case conferences; provide quality of service delivery; and other related duties as assigned.

ESSENTIAL FUNCTIONS OF THE JOB: Provide 1:1 direct service to participants preparing to live in the community or currently living in the community; provide instruction in shopping, cooking, personal hygiene, household organization, personal and community safety; provide supervision of medication management and the follow through of instructions given by medical practitioners; provide transportation to and from grocery shopping, medical appointments and all necessary appointments with outside agencies; complete daily paperwork; attend weekly meetings, provide a comprehensive assessment of the participants ILS needs and, complete documentation to include flow sheets, behavior observations, incident reports etc.

EQUIPMENT USED: IBM compatible computer, calculator, copier, fax machine, telephone, personal cell phone, personal vehicle.

POSITION QUALIFICATIONS: High School diploma or GED; a minimum of 6 month's recent continuous experience in rehabilitation. Knowledge of developmental, traumatic and physical disabilities. Must possess excellent verbal and writing skills; and exhibit appearance appropriate to the position. Must have a valid California Driver's license, clean driving record, and possess full coverage vehicle insurance. Must have the ability to read, speak and write English proficiently. Must pass a Live Scan fingerprint clearance and maintain a CPR/First Aid certification. Must be flexible in their schedule as working weekends, evenings, and holidays may be required.

PHYSICAL REQUIREMENTS: Ability to bend, stoop, squat, and kneel; lift, carry and move items weighing up to 25 pounds; turn head, torso, legs, arms, and back; walk a variety of terrain; ability to reach above and below shoulder; sitting for one (1) to two (2) hours may be necessary for desk/computer work or meetings; walk for up to one (1) to two (2) hours while training participant's in the community; ability to get in and out of personal vehicle up to eight (8) times per day; sit and drive personal vehicle up to eight (8) hours per day; average vision (corrected vision acceptable) to provide visual training

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and driving of personal vehicle; communicate to speak with and hear parents/care providers, participants', co-workers, supervisor, and community members in person and over the telephone; ability to type, write and complete documents and other paperwork, mobility to maintain files including opening and closing vertical and horizontal cabinet drawers and removing and/or placing files or items in cabinets; may need to walk up and/or down inclines and flights of stairs; retrieve and replace items on shelves which may be on a top, middle, or bottom shelf; sit and stand through the day in performing duties.

METHOD OF PAY: Hourly

WORK WEEK: 30 hours per week

SUPERVISES: ILS participants

SUPERVISED BY: Program Coordinator

ADVANCEMENT OPPORTUNITIES: Case Manager

ADVANCED FROM: Not applicable, entry-level position

STATUS: Non-exempt

I have read, understand, and agree to perform the above duties, as assigned, without accommodation.

Name: _____

Date: _____