

NEW HORIZONS REHABILITATION SERVICES, INC.

POSITION DESCRIPTION

POSITION TITLE Community PSA Instructor

EMPLOYEE: _____

PROVIDER NUMBER: _____ EMPLOYEE NUMBER: _____

CLASSIFICATION: Non-Exempt REPORTS TO: Branch Manager

LOCATION: As Assigned DEPARTMENT: Rehabilitation

Position Summary:

Work closely with the Case Management/Employment Services Coordinator staff and funding source to implement appropriate daily activity plans for assigned consumers. Provide daily documentation on consumer activity and progress according to program requirements.

Essential Duties/Major Responsibilities:

1. Must transport one or more consumers to and from community-based sites.
2. Read all pertinent data on assigned consumers, noting the type of disability, recommendations, and special needs.
3. Contact the Employment Services Coordinator for clarification when necessary.
4. Implement the daily activity schedules for assigned consumers. These schedules are developed in conjunction with the Employment Services Coordinators and other approved by the Branch Manager. Schedules will include recreational activities and/or volunteer work in the community.
5. Provide transportation, supervision, and education of consumers to help them meet their goals.
6. May be required to use CPI techniques to assure the safety of consumers and others.
7. Complete CAPS sheet for all assigned consumers on a daily basis.
8. Provide all necessary documentation on consumer activities and progress.
9. Provide special/incident reports as required.

10. Must be legally licensed with reliable transportation at all times with proper vehicle registration and insurance.
11. Provide timely feedback to the Employment Services Coordinator on consumer progress and any problems encountered.
12. Attend staff, branch and consumer staffing meetings as assigned. Meet regularly with the Case Manager/Employment Services Coordinator staff.
13. Uphold stated Agency rules and regulations as stated in the Personnel Policy including confidentiality of consumer and trainer information.
14. Abide by HIPAA regulations of confidentiality as outlined in the Personnel and Agency manuals.
15. Uphold Michigan Department Community Health codes and regulations concerning the rights and care of consumers served.

Secondary Duties

1. May be asked to substitute for other program areas as needed.
2. Maintain a positive work atmosphere by behaving and communicating in a manner that is conducive to good relationships with customers, consumers, co-workers and supervisors.
3. Perform additional duties as assigned.

Management/Supervisory/Lead Responsibilities:

- Any consumers assigned
- Agency equipment assigned (including calculators) leased or owned, any customer material or training material assigned and Agency Cell-Phone that is assigned

Education and Experience:

- High School diploma or equivalent
- Work experience with a disabled population.

Abilities:

- Perform a wide range of assignments.
- Relate to consumers with respect and dignity.
- Establish and develop a “team approach” to services and support necessary to enhance quality rehabilitation services to consumers served.
- Supply transportation for consumers.

Skilled in:

- Reading, writing, speaking and understanding the English language.
- Working effectively, in daily activities as well as addressing problems and unique situations.
- Using independent judgment and making good decisions when resolving problems relating to employees and consumers.
- Problem analysis and resolution.

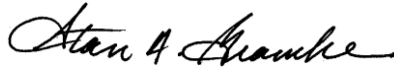
Physical Elements:

- Lifting and carrying 35 pounds;
- Frequent bending, kneeling, and reaching;
- Ability to use hands;
- Standing for long periods of time;
- Acceptable hearing;
- Speaking ability;
- Corrected vision acceptable for driving and quality inspection;
- Handling and assembling small parts, and so on....

Technical, Vocational or Academic Elements:

- Organizing and coordinating schedules;
- Analyzing and interpreting data;
- Problem-solving/conflict resolution;
- Communicating with the consumers, staff, and funding sources;
- Increase information through seminars, workshops or job related courses
- Completing written work orders, and so on....
- Must be able to work well with consumers who have a wide range of disabilities.
- Must have a current drivers' license, a good driving record approved by the Agency's insurance company; and a safe, dependable automobile.

Approvals:



Stan A. Gramke, President/CEO

January 8, 2010

Date

Employee Signature

Date

Employee signature to be obtained after approval from Compensation and Benefits. The employee's signature acknowledges the employee has reviewed and understands his/her position description.