

JD - 220.1
Range Center, Inc.
Chisholm, MN 55719

DAC PROGRAM INSTRUCTOR

POSITION SUMMARY

Working under the direction of the DAC Program Director, DAC Program Instructors support individuals with disabilities who need assistance to lead self-directed lives. Program Instructors provide supervision and training in vocational programs designed to meet the needs of the individual. Depending on the needs of the individuals, Program Instructors also provide assistance with living skills development, health maintenance and medication administration, personal care, and behavioral development.

QUALIFICATIONS:

- 1) Prefer a valid Minnesota driver's license or obtained within 30 days. Must maintain driving record that meets criteria for insurability at Range Center, Inc.
- 2) Able to pass a criminal background study as required by MN Statue 245C.
- 3) At least 18 years of age (required for driving and medication administration).
- 4) Negative reading on mantoux test, negative chest X-ray or physician's certification of non-contagious status before providing direct care.
- 5) Demonstrated ability to read and effectively respond to work related materials.
- 6) Must be able to push, lift and transfer individuals weighing more than 50 pounds with two assist and/or mechanical lifts repeatedly throughout the shift as individual needs warrant. Must be able to lift at least 50 lbs. unassisted.
- 7) Physical examination may be requested by Range Center, Inc.
- 8) Recommendation for employment by the DAC Program Director

ESSENTIAL DUTIES

Direct Care Duties:

Program Plans:

- Implement the individuals' program plans and strategies as written and at frequency stated in the plan; work with each person on his or her individual objectives.
- Understand and follow Risk Management Plans.

Personal Cares:

- Help individuals receiving services with eating, dressing, and toileting; assists individuals with their mobility including lifting from seated or lying down position, helping them walk and maintain stability.
- Assist individuals with skill development and the completion of daily living tasks.

Skill Development:

- Active involvement with individuals in goal activities at the place of work and in the community.
- Help individuals receiving services develop work and daily living skills.
- Provide input and feedback with regard to programs and care plans.

Behavior Development:

- Accurately implement formal and informal behavior programming.
- Serve as a role model and mentor, demonstrating desired behaviors, and coach the individual using approved techniques and strategies.

- If applicable to the individual, apply therapeutic intervention techniques as needed to individuals with verbal or physical aggression.

Advocacy and Community Living:

- Assist individuals receiving services with achieving personal goals; works on behalf of individuals to overcome barriers; helps individuals participate in activities of their choice; respects individuals' personal beliefs, choices and interests.
- Support each individual's existing relationships and increase their network of friends and acquaintances.

Written Records:

- Accurately complete, maintain and submit all documentation as required by regulations and director such as behavior documentation, goals and individuals time cards.

Health Maintenance:

- Provide cares and assistance to promote good health; records information regarding health events, conditions, and status; provides First Aid/CPR and seek medical care when needed.
- Administers medications according to physician instructions and in accordance with Range Center guidelines and policy.
- Monitor and apply nutritional programming by providing a well-balanced diet as recommended by the Nutritional Coordinator and/or dietician.

Other:

- Transport individuals (adhering to all safety policies and laws) as needed to meet objectives and program needs.
- Communicate information regarding each individual to appropriate team members.

Program Duties:

Cleaning and Maintenance:

- Provide a clean, safe, comfortable environment for each person.
- Assist the individual with completing tasks that are beyond the individuals' abilities, providing ongoing opportunity for individuals to assume increasing control and responsibility.
- Assist in assuring vehicle maintenance is being done regularly
- Communicate any maintenance or program needs to appropriate staff.

Safety:

- Ensure safety and wellbeing of individual at all times.
- Conduct routine fire drills and ensure exiting of individual in all emergencies.
- Responsible for maintaining a safe work environment, addressing and/or reporting safety concerns as they arise.
- Ensure all exits are clear (clutter, snow, ice).

Professional Duties:

- Adhere to Vulnerable Adult reporting procedures.
- Supervise individuals at all times to ensure programming and optimum quality of life.
- Work as scheduled, arriving on time and staying to end of shift.
- Obtain and maintain all required certifications such as med, CPR/FA as required by regulation and Range Center policy.
- Meet all staff development, monthly household meeting, and training requirements; complete and document inservice hours as required by regulatory entities.
- Pursues opportunities for professional growth and shares knowledge and resources with others.

- Acts in a professional manner and communicates effectively with others; supports and contributes to an environment of trust, sharing, growth and mutual support; maintaining positive interpersonal relationships with co-workers by providing feedback as appropriate.
- Focus on the individual rather than the disability.
- Maintain confidentiality of all information about each person, their families and the organization.
- Adhere to Employee Conduct Expectations and other Range Center Policies.
- Accurately complete personnel documentation such as time cards, request for time off, etc.
- Conduct and present yourself competently while on Range Center business, both in the home and in the community.

Working Conditions

While working as a RPI, employees may be required to deal with the following conditions:

- Possible exposure to bloodborne pathogens.
- Possible exposure to profanity, violent behavior and /or offensive behavior from the individuals receiving services.
- Continuously use hands for simple and firm grasping and fine manipulation.
- Continuously be able to manage and cope in sometimes stressful situations.
- Frequently the employee will be required to:
 - Lift and carry 25 – 100 lbs.
 - Push/pull
 - Squat, kneel, stoop
 - Twist upper body
 - Bend

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical demands may vary for each person served.

Signature: _____

Date: _____

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Approved: 1/21/1993

Revised: 8/22/2011