**JOB DESCRIPTION**

**POSITION:** Lead Instructor (full time/non-exempt)

**PROGRAM ASSIGNMENT:** Project Search Internship to Employment Program

**SCHEDULED WORK TIMES:** Monday through Friday

40-hour week

Hours: 8:00a.m. - 4:00p.m.

(or as arranged by immediate supervisor)(occasional evening meetings or presentations)

**IMMEDIATE SUPERVISOR:**  Program Manager

**CLOSE WORKING RELATIONSHIP WITH:** Program Manager; Business Liaison at host site; Skills Trainers; Interns; and Families.

**MINIMUM QUALIFICATIONS:**

Education: Teaching Credential or Bachelor's Degree in Social Work, Psychology, Behavioral Science or a

related field from accredited college or university.

Experience: 2 years’ successful work experience working with at risk populations or people with disabilities.

**GENERAL SUMMARY OF POSITION:**

Under the direction of the Program Manager and in accordance with established policies and procedures of Abilis and Project SEARCH, the Instructor will help develop and coordinate the Project SEARCH program and provide instruction for interns. Instructor delivers the employability skills curriculum and works with each intern’s team to reach the goal of competitive employment. The Instructor also directs the skills trainers.

**ESSENTIAL FUNCTIONS:**

1. Help with recruitment of appropriate young adults with disabilities for Project SEARCH program.
2. If Applicable, attend IEP or IP meetings.
3. Connect students to appropriate community resources.
4. Help Identify internship sites within the host business that build a repertoire of marketable skills that lead to competitive, integrated employment.
5. Ensure that internships include measureable skills’ gain that is assessed according to productivity, quality, and safety benchmarks.
6. Facilitate regular Employment Planning Meetings with interns, families, and agency personnel to determine career interests, specific job preferences, skills, thereby designing an individualized approach to job development.
7. If applicable, identify and problem solve solutions for challenges that interfere with completion of Project SEARCH and gaining and maintaining employment.
8. Use universal design concepts to design and implement accommodations and adaptations needed at the internship sites.
9. If applicable, use Project SEARCH’s VocFit and other assessment tools to evaluate intern progress, communicate with the team, and identify additional skill/task development.
10. Together with skills trainers, assess intern progress frequently, communicate that progress regularly to the intern’s team and make instructional and training adjustments, providing interventions for interns who are not making progress.
11. Together with Abilis’ Competitive Employment staff, develop resumes/portfolios for each intern that document measurable skills’ gain, internship experiences, any certifications gained, recommendations, etc.
12. Learn the Project SEARCH employability skills curriculum and deliver it to interns.
13. Reinforce the curriculum in the internships so interns develop skills, knowledge and work habits leading to successful employment.
14. Continuously update the Project SEARCH Member Portal to maintain records of staff changes, interns’ experiences and employment outcomes including jobs gained, wages, hours worked per week, benefits taken, etc.
15. Actively participate in Project SEARCH Steering Committee and onsite team meetings.
16. Coordinate and schedule onsite skills trainers to meet the support needs of the interns.
17. Work with the business liaison, onsite team, and Abilis’ Competitive Employment staff to secure competitive, integrated employment at the host business or in the community.
18. Ability to embrace various forms of technology in order to make communication and curriculum more effective.
19. Possess a valid driver’s license that allows a person to be insured as designated by Abilis’ vehicle insurance carrier.
20. If necessary, ability to operate agency vehicles in a safe manner.

**Knowledge, Skills, and Abilities Recommended:**

1. Minimum of a Bachelor’s degree.
2. A minimum of two years successful, recent, and relevant experience as an instructor for young adults with intellectual and developmental disabilities.
3. Demonstrated ability to employ a variety of instructional strategies that connect the curriculum to the learner.
4. Willingness to become knowledgeable of current best practices in the field of transition and supported employment.
5. Experience in differentiating lessons and settings to meet the needs of interns and their varied learning styles.
6. Effective interpersonal communication skills that promote relationship-building with interns, families, host business staff, Project SEARCH team members, and other community agencies.
7. Organizational ability, self-directedness, and initiative when given a variety of responsibilities and assigned tasks.
8. Ability to make decisions and problem-solve within a team of service providers.

**ADDITIONAL AREAS OF RESPONSIBILITY**

1. Follow the established philosophy of Abilis.
2. Insure telephone calls, emails and texts are returned within the next business day to colleagues, community partners, and families.
3. Complete tuition related invoices to school, state agencies or families.
4. Complete daily THERAP reporting.
5. Together with the business liaison, maintain a safe, healthy work environment according to OSHA regulations and Abilis policies.
6. Occasionally participate in designated professional in-service training.
7. Attend the summer week-long Project Search Conference

This job description is not intended to be all inclusive. The employee will also perform other reasonably related duties as assigned by the Chief Executive, Senior Director of Day Service, Program Manager / Program Coordinator or Director of Human Resources.

The agency reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

**I acknowledge I am able to perform the essential functions and other responsibilities as outlined in this job description.**

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Employee Name

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Employee Signature

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Date