

Position: Living Skills Instructor (LSI)

To work as a team member to assure an efficient operation of the Day Habilitation Center by providing managed care and appropriate environment for each individual.

Principle Duties and Responsibilities:

- Demonstrates good role modeling while working with the individuals in daily living skills, leisure and recreational activities.
- Prompt and regular attendance is necessary and essential to the successful fulfillment of the responsibilities of this position. This position is classified as essential.
- Assure the safety and well-being of each individual while promoting independence and respecting each individual's choices, needs, rights and responsibilities.
- LSI's will assist in assessing the participant's skill and developing goal plans. Staff will maintain documentation and records as required on a daily basis.
- Maintain certifications and in-services as required by this position such as CPR, First Aid, Tools Training, Medication Administration and any other training mandated by DMH or the agency necessary to meet the needs of the participants.
- Maintain current understanding of LARC's Policy and Procedure Book for handling Medical Emergencies, Incident Reporting, Medication Administration Procedures, etc.
- Maintain the personal hygiene of the participants and the sanitary conditions of the center. Specific tasks ranging from performing intensive personal care needs for the participants (i.e., toileting) to supervising participants while they perform the tasks will depend on the abilities of the participants to care for themselves and their center.
- ISL's need to be able to do a one-person transfer when necessary. They also need to be able to lift a minimum of 50 lb. On occasion, it may be necessary to lift a greater weight at which time the ISL must determine whether or not to ask for assistance.
- ISL's will report crucial information or changes regarding the participant's condition, problems, environmental needs or safety to the Director.
- All other duties as assigned.

Qualifications, Skills and Knowledge Requirements:

- Must be at least 18 years of age.
- Have a high school diploma or GED.
- Provide three work and three personal references
- Have a clean record concerning abuse and/or neglect toward any person.
- Agree to a complete background check as required by the state.
- Pass a drug test.
- Have the physical abilities to perform an assisted lift.
- Meet the requirements to drive LARC vehicles as required.
- Obtain a Class E License.
- Qualify as an eligible driver with our insurance company upon MVR check.
- Have a Two-Step TB TINE Test.
- Have the ability to write legible, effectively and efficiently, daily data sheets, observation notes and other required documentation.

- Attend and complete a pre-employment screening and training session.
- Complete a CPR and First Aid course.
- Complete Tool's Training
- Complete a Medication Administration course if applicable.
- Complete Abuse and Neglect training.
- Complete Quality Outcomes training
- Experience working with individuals with developmental disabilities preferred.
- Duties require professional verbal and written communication skills.
- Proficiency in or knowledge of using a variety of computer software and e-mail applications, especially Microsoft Excel, Outlook and Word; have the aptitude to learn other computer software as necessary.
- Must be able to lift 50 lbs. independently and assist in lifting weights exceeding 50 lbs.
- Be able to perform all physical interventions.