INSTRUCTOR

Immediate Supervisor: Manager/Supervisor
Position Status: Nonexempt

Date Written: 2/97
Date Revised: 10/99, 2/02, 5/06, 10/12, 1/17, 6/24

JOB DUTIES AND RESPONSIBILITIES:

1. Follow the expectations listed on the Standard Job Description.

2. Ensure that customers are protected from abuse, neglect, denial of essential services and exploitation.

3. Immediately report any suspected causes of abuse, neglect, denial of essential services and exploitation to the Area Manager/Area Director.

4. Take appropriate action to intervene in incidents of abuse, neglect, denial of essential services and exploitation.

5. Interactions with customers must be courteous, thoughtful, caring and respectful. Ensure that you uphold their rights, provide positive communication by using a soft and relaxed tone of voice and a smile. Use positive body language such as relaxed arms and shoulders and uphold personal space. Make eye contact but do not stare or glare.

6. Communications with staff must be respectful and professional.

7. Provide input about customers' needs and preferences.

8. Provide teaching, opportunities, and support as outlined in the Individual Support Plan or as needs indicate.

9. Recognize and report the need to make changes in the service plan.

10. Ensure that skills learned are maintained and used by the customer.

11. Accurately administers, stores, and documents the administration of medication as outlined in Medication Aide training and procedures.

12. Provide support and monitoring of customers' finances as per agency procedures.

13. Mentoring fellow co-worker as assigned by a Supervisor.

14. Heavy lifting is required.

15. Perform repetitive tasks.

16. Stand for extended periods of time.

17. Perform activities that would require a full range of motion (i.e. bending, stooping, stretching, raising arms over head, etc.).

PREFERRED QUALIFICATIONS:

Mid-Nebraska seeks to employ individuals who possess a value system reflecting the philosophy and mission of the Agency including a commitment to family, equity, empowerment, innovation, and customer satisfaction.

Requirement: Must possess a valid Nebraska driver's license and meet Agency driving record criteria. Must be 18 years of age to be certified as a Medication Aide. Must pass criminal background and APS/CPS background checks.

Education: High School Education or equivalent.

Experience: None.

This position job description and the standard job description is not intended to be all-inclusive and other reasonably related duties may be assigned by the immediate supervisor and other management as required. The organization reserves the right to revise or change job duties and responsibilities as the need arises. This position job description and the standard job description does not constitute a written or implied contract of employment. My position job description and standard job description has been reviewed with me and I have received a copy.

Employee's Signature: _____Date:_____

Supervisor's Signature: _____Date:_____