



## JOB DESCRIPTION: Life Skills Instructor 2 (Lead Staff)

Reports to: Life Skills Instructor 3 (House Manager)

Pay: Hourly, non-exempt status

### **About New Vista:**

New Vista was founded in 1986 by parents of intellectually disabled Individuals who were concerned what would happen to their loved ones when they were gone or could not care for them. Out of this need the first program "New Vista Ranch" was created. In 1987, the Gilcrease Brothers donated 15 acres of land to the charity which gave New Vista the platform to build the first 4 homes. Today, New Vista has over 21 homes and growing in the Las Vegas area. Additionally, New Vista supports Individuals with intellectual challenges still living at home with their families by providing in-home skilled staff that assists with their loved ones needs.

New Vista's three core programs include supported living arrangements, in-home supports and group respite. Employees of New Vista support Individuals 16 to 18 hours a day through our housing and life-skills training programs. Work assignments/job locations are subject to change; due to the greater needs of the organization. New Vista's services are at the highest level of wrap-around supports and address each Individual's needs on a personalized, one-to-one basis.

### **Summary of Position:**

The Life Skills Instructor 2/Lead (LSI-2) position is responsible to assist the LSI-3's (House Manager) in daily oversight and supervision of operations of the house, including provide support, assistance to Life Skills Instructors 1. The LSI-2's act as the House Manager on duty in the absence of the House Manager and perform Like Skills Instructor 1 duties as needed.

### **Essential Job Functions:**

#### **Supports Individuals by:**

- Review and communicate to the House Manager the implementation of each Individuals' Person-Centered Plan and Habilitation Plan on a daily basis
- Promotes Individual Rights and Dignity as demonstrated by use of positive behavior supports, appropriate tone of voice and behavior, and respectful interactions
- Assist House Manager reconcile/manage house and client funds, including proper documentation and monthly billing
- Leads socialization events such as community activities, and New Vista programs
- Implements the New Vista Nutrition Program
- Assists/observe medication management according to Majen training standards

#### **Ensures the Health and Safety of all Individuals by:**

- Maintain the home as required by Quality Assurance standards
- Attending medical and/or psychiatric appointments as needed
- Communicating Individuals' needs, medical/behavior needs, progress to the House Manager and/or Member Service Coordinator
- Communicating concerns, such as inappropriate interactions between co-workers and Individuals and/or between Individuals living together, to the House Manager immediately, including interactions which may rise to the level of Abuse, Neglect and/or Exploitation
- Manages escalated situations by use of Safety Care training standards
- Responding to emergency situations by use of CPR certification techniques

#### **Supervision of Staff:**

- Treat staff with dignity and respect
- Role-models New Vista's mission and policies and procedures
- Hold self and staff accountable to upholding Individual Rights, health and safety and all New Vista policies and procedures
- Reviews accurate and timely completion of communication logs, daily tracking sheets (when assigned), timesheets, communication logs and incident reports
- Assisting Member House Manager in collecting/organizing documentation as required by the Person-Centered Plan meetings and the Human Rights Committee



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**Skills and Abilities:**

- Verbal and written communication skills including the ability to write and provide documentation as described
- Read and understand client information, instructions, case notes, incident reports, manuals
- Visually observe, hear and respond to Individuals
- Training and supervision of staff
- Ability to manage time and budget funds appropriately
- Drive passenger vans, including 15 passenger and handicap accessible vans
- Attend all New Vista ongoing trainings and ensure staff attend as required
- Organize/attend monthly House Meetings with the Member Service Coordinator

**Minimum Required Education and Experience:**

- Minimum of three years' experience in related field
- Minimum of a high school diploma or equivalent
- Pass all pre-employment and post-employment screening such as local, State and FBI background checks; drug screening; sexual offender screening
- Successfully complete New Vista new employee training (CPR, medication management (Majen), behavior management (Safety Care))
- Successfully complete New Vista in-house training
- Maintain annual training as required and scheduled

**Physical Demands:**

- Required to stand, use hands to handle or feel objects, tools or controls, frequently talk or hear, reach with hands, lift arms above and below shoulder level, occasionally required to sit, stoop, kneel, crouch or crawl during the course of regular work activities
- Ability to lift and/or move up to 25 pounds ability
- Ability to be out in Las Vegas area outdoor weather conditions, including extreme heat, extreme cold, wind, poor air quality and wet or humid conditions, etc.
- Transfer Individuals from seated position to standing; into/out of wheelchairs as required

**Equal Opportunity:**

New Vista is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected Veteran status or any other characteristic protected by law.

<i>Employee Signature</i>	<i>Print Employee Name</i>	<i>Date signed</i>