



## JOB DESCRIPTION: Life Skills Instructor

Reports to: Senior Life Skills Instructor /(House Manager)

Pay Range: 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 18 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 position works directly with Individuals having intellectual and/or developmental disabilities, including medical and behavioral issues, whom reside in one of New Vista’s 19 homes. Life Skills Instructor position is responsible to assist the Senior Life Skills Instructor (House Manager) in daily oversight and supervision of operations of the house, Life Skills Instructors provide assistance with daily living skills and direct service in supporting Individuals’ morning, afternoon and evening routines. This includes but is not limited to assisting with meal preparation, hygiene, budgeting and transportation to support Individuals to reach their highest potential. Specific duties assigned by shift (day, swing, grave).

### **Essential Job Functions:**

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

- Implementing and review of the 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
- Increasing socialization including participating in social events, community activities, and New Vista programs
- Shows and encourages Individuals daily life skills such as attending to basic hygiene needs, preparing meals, interactive with others including family members, maintaining household routines
- Implements the New Vista Nutrition Program in alignment with VistaFit
- Assists/observe medication management according to MEDS training standards
- Demonstrates initiative and creativity in working with Individuals

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

- Assisting with daily care and teaching basic safety skills
- Maintain the home as required by Quality Assurance standards to include cleanliness of home
- Attending medical and/or psychiatric appointments as needed
- Awareness of Individuals’ appropriate and/or inappropriate behavior and implements behavior techniques as stated in the Person-Centered Plan to intervene and de-escalate situations by use of Safety Care training standards
- Responsible driving when transporting Individuals to/from work, meetings, appointments, activities and/or events
- Communicating concerns, such as inappropriate interactions between Individuals and co-workers and/or between Individuals living together, to the LSI-S (House Manager) and/or Member Service Coordinator, including interactions which may rise to the level of Mistreatment
- Responding to emergency situations by use of CPR certification techniques

#### **Documentation:**

- Accurate and timely completion of communication logs, daily tracking sheets (when assigned), timesheets productivity, wages and hours
- Reading all memo’s and the communication log at the start of each shift
- Completing proper documentation of incidents as required and end of shift communication log entries



## JOB DESCRIPTION: Life Skills Instructor

Reports to: Senior Life Skills Instructor /(House Manager)

Pay Range: Hourly, non-exempt status

- Obtaining proper documentation from medical appointments, job sites, etc. as appropriate

### Staff Expectations:

- 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 and incident reports
- Assisting Member Senior LSI in collecting/organizing documentation as required by the Person-Centered Plan meetings and the Human Rights Committee

### Skills and Abilities:

- Verbal and written communication skills including the ability to write and provide documentation as described
- Read and understand Individual information, instructions, case notes, incident reports, manuals
- Visually observe, hear and respond to Individuals
- Ability to manage time and budget funds appropriately
- Physically assist with toileting and hygiene needs as required
- Drive passenger vans, including 15 passenger and handicap accessible vans
- Attend all New Vista ongoing trainings/House meetings and ensure attendance as required

### Minimum Required Education and Experience:

- Minimum of one-year experience in related field or related life experience
- 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 (MEDS), 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
- 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.

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