



JOB DESCRIPTION: Job Training Instructor

Reports to: Employment Coordinator, Senior Job Training Instructor

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 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 team members that assists with their loved ones needs.

New Vista's four core programs include supported living arrangements, in-home supports, group respite and job skills training. Employees of New Vista support Individuals 16 to 18 hours a day through our housing and life-skills training programs as well as our job training program. 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: Job Training Instructors report to the Job Training Instructor Lead and the Employment Coordinator. This position is responsible to provide specialized on-site training to members with intellectual disabilities. A Job Training Instructor will aid an individual with a disability to efficiently and safely learn transferable job skills needed to search for, obtain, and maintain employment in the community. Instructors may also assist in the acclimation of Members to the work environment.

ACCOUNTABILITIES:

- Review and become familiar with New Vista's policies, programs, and procedures.
- In order to understand member's needs, become familiar with the members background, profile and case record.
- Teach, supervise and monitor employment skills training for members enrolled in the job training program. This position requires hands on work with supported members that may have behavioral and or hygiene issues.
- Monitor all health issues of members and report outcomes or concerns to Employment Coordinator as outlined in New Vista's policies and procedures.
- Provide training and support to members in a positive, respectful, and consistent manner using the least restrictive method of training.
- Work in conjunction with the member and the PCP team in implementing training programs and record data, and document outcomes on a daily basis. Must provide accurate case/production documentation. Documentation to include but is not limited to timely completion of communication logs, daily file notes, timesheets, data sheets, and incident reports.
- Willingness to participate in and actively increase knowledge in progressive services to supported members. Must be a strong motivator.
- Coordinate transportation issues for members such as to and from work site. Driving is an essential portion of job requirements (current Nevada driver's license required). Drive passenger vans, including 15 passenger and handicap accessible vans/bus
- Participate in all PCP (Person Centered Planning) planning and have available outcomes of the work environment including production notes, data sheets, and any progress notes or assessments that are pertinent to independent development.
- Attend all training as recommended by DRC (Desert Regional Center) and New Vista including team member meetings scheduled by the Employment Coordinator.
- Complete all duties as assigned by Employment Coordinator, Job Training Instructor Lead, DRC Service Coordinator, Executive Director or Program Manager.
- Ability to push/pull and transfer from a wheelchair, use adaptive equipment. Assist with personal hygiene and restroom needs.
- Complete other duties as assigned by Employment Coordinator, Job Training Instructor Lead, Program Manager, and Executive Director.



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QUALIFICATIONS:

- Must have current Nevada Driver’s License.
- Willingness to maintain the standard, carry out the purpose, and adhere to the policies of New Vista Community.
- Supervisory experience beneficial.
- Experience working with adults that are Intellectually Disabled with understanding of other diagnosis and adaptive equipment is beneficial.
- Effective oral and written communication skills with all levels of team members, the general public and program participants.
- Organizational ability and can work with Microsoft word and excel.
- Schedule flexibility beneficial. Schedule may vary depending on scheduled events and/or members’ work schedule. There may be occasional overtime. Some weekends may be required (usually Saturdays every so often).
- Need to be reliable, dependable, and have the ability to follow directions and work independently.
- Candidate must have discretion, able to maintain confidentiality, good judgments and must be able to work as a team player.
- Must maintain CPR/first aide certification, TB screening, pass a background (FB & Local) and drug check, Safety Care certified, Majen, and any other specified training courses deemed mandatory by New Vista.

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 50 pounds
- 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. Working conditions/environment are varied and change with planned events as well as members’ employment opportunities.
- 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.

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