



JOB DESCRIPTION

Job Title: Day Program Substitute Instructor

Reports To: Day Program Director

Date: January 2022

The mission of Cornerstone Ranch is to empower adults with special needs to live an abundant life. Cornerstone offers a residential home and day program to adults with developmental disabilities. Our vision is to change the way people with disabilities are cared for in North Texas by presenting a replicable model that is professional in care, pure in its service and founded on faith.

JOB OVERVIEW

The primary function of the Day Program Substitute Instructor is to support the Day Program Instructional team in providing an enriching, loving and safe environment for the Ranchers at Cornerstone Ranch, helping each Rancher to experience the abundant life they were created for through quality instructional programming, healthy living, and spiritual growth.

WORK EXPECTATIONS

- Hourly Contract as needed. Current rate is \$15/hr.
- Able to commit to either half day or full day as needed.
Full day: 8:30 - 4:30 Half days: 8:30 - 12:30 or 12:30 - 4:30
- Follow Cornerstone's COVID Infection Control Plan
- Attend staff meetings or training as needed
- Upon hiring, complete 2 hours of orientation, 16 hours of on-the-job training
- Complete required annual training
- Maintain Rancher confidentiality and privacy
- Able to maintain accurate records including progress notes and observation notes related Rancher health and behavior
- Consistently displays the personal qualities of integrity and credibility with a commitment to and passion for the Cornerstone mission
- Represent Cornerstone Ranch in a professional and dignified manner at all times

RESPONSIBILITIES

Program Involvement

- Assist staff in leading a variety of program activities within a positive and loving environment
- Able to implement Christian faith into everyday activities
- Assist staff in caring for Rancher's personal needs related to hygiene, toileting, eating, and hydration along with physical assistance and emotional support as needed.
- Assist with needs related to eating and provide supervision during lunch
- Assist with behavior management
- Assist Ranchers during program activities, crafts, outings and exercise individually or in small Groups
- Assist staff during fire drills and other emergency evacuation procedures
- Address non-emergency medical needs within scope of training
- Address non-emergency medical needs within scope of training
- Assist with assuring that the building is consistently maintained and clean
- Assist in assuring that all program supplies are well stocked.
- Assist with clerical tasks as needed

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- **Adaptability** - Adapts to changes in the work environment in a positive manner. Changes approach or method to best fit the situation. Manages competing demands. Accepts criticism and feedback. Applies feedback to improve performance.
- **Attendance and Punctuality** - Begins working on time. Arrives at meetings and appointments on time. Ensures work responsibilities are covered when absent. Keeps absences within guidelines. Schedules time off in advance.
- **Communications** - Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Keeps others adequately informed. Selects and uses appropriate communication methods.
- **Dependability** - Commits to doing the best job possible. Follows instructions, responds to supervisor's direction. Keeps commitments. Meets attendance and punctuality guidelines. Responds to requests for service and assistance in a positive manner. Takes responsibility for own actions. Uses time efficiently and works in an organized manner.
- **Integrity** - Upholds organizational mission, values and goals. Inspires the trust of others. Keeps commitments. Treats people with respect. Works ethically and with integrity. Acts in accordance with vision.
- **Safety and Security** - Observes safety and security procedures. Recognizes and responds in a proactive manner to potentially unsafe conditions. Uses equipment and materials properly. Determines and applies appropriate action beyond guidelines.

QUALIFICATIONS

Education and Experience:

- Must be at least 18 years old, be a high school graduate and have a minimum of 1 year related experience, or equivalent combination of education and experience.

Language Skills:

- Ability to read and write routine reports and correspondence. Ability to speak effectively before groups of visitors, volunteers and families.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS OR ABILITIES

- Demonstrate care, compassion, and patience when working with adults with special needs
- Have experience (volunteer or paid) working with adults who have intellectual or developmental disabilities.
- Possess and demonstrate the personal qualities of integrity, credibility, and a commitment to and passion for the Cornerstone mission.
- Passionate about ensuring that each participant is afforded the guidance, assistance and opportunities needed to reach their highest potential.
- Have a clear background check with no related offenses that may jeopardize the integrity of our program.
- Have a valid Texas driver's license.
- Possess Microsoft and / or Google software skills.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee must frequently lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to sit; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbent will follow any other instructions, and perform any other related duties, as may be required of the supervisor.

ACKNOWLEDGED: Employee

Printed Name

Date