



JOB DESCRIPTION

Job Title: Day Program Instructor

FLSA Status: Non-Exempt - Full Time Hourly

Reports To: Day Program Director

The mission of Cornerstone Ranch is to empower adults with special needs to live the abundant life they were created for. Cornerstone offers a residential home and day program for 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 Day Program Instructor works alongside the Day Program Director in providing a loving, enriching and safe environment for adults with special needs who participate in the Cornerstone Ranch Day Program.

The Day Program Instructor is expected to uphold the faith-based values and goals of Cornerstone Ranch, remembering that our focus goes beyond humanitarian service as we try to meet the spiritual needs of our community.

WORK EXPECTATIONS

- Full Time position 32-40 hours per week as needed
- Work hours include 8:30 a.m. to 4:30 p.m. Days may include Monday through Friday and may vary depending on program needs, plus additional hours for program needs, staff meetings, planning, staff and volunteer training, event support, etc
- Expected to attend annual staff retreat.
- Able to maintain multiple ongoing projects effectively.
- Able to maintain accurate records.
- Able to work independently and in a team environment to effectively promote the mission and vision of Cornerstone Ranch.
- 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

COMMUNITY INVOLVEMENT

- Lead the participants in practical training for serving the community.
- Effectively lead and safely transport Ranchers into the community for projects, enrichment activities and volunteer opportunities.
- Effectively train volunteers in how to interact with and support our participants during planned activities.

SPIRITUAL DEVELOPMENT

- Plan and lead meaningful morning devotions with the Ranchers.
- Actively infuse the Christian faith, morals and values into everyday activities.
- Act as a role model and mentor to our Ranchers and staff.

PROGRAM INVOLVEMENT

- Develop and plan assigned activities and post these weekly in the Day Program shared planning document , including links and attachments as needed to ensure limited program disruption.
- Teach and make needed changes to existing activities (art class, ceramics, candle making, exercise, gardening, delivering Meals on Wheels, etc.).
- Collaborate in planning and developing new activities and learning experiences for Ranchers.
- Adapt teaching methods and materials to meet the interests and learning styles of our Ranchers.
- Directly assist Ranchers during recreational and therapeutic activities, physical exercises, eating, toileting and any other ADL that may require additional assistance.
- Effectively implement sound behavior management techniques and established individualized support plans.
- Assure that the building is consistently maintained and clean.
- Assure that all needed supplies are well-stocked. (cleaning, restrooms, kitchen, snacks, and activities)
- Timely and accurately complete all Rancher records, including but not limited to daily attendance, late arrivals, early departures, behavior and medical observation notes, emergency drills, medication administration and intake of new medications.
- Address non-emergency medical needs within scope of training.
- Periodically lead fire drills and other emergency evacuation procedures.

OUTREACH

- Assist in creating a welcoming and safe environment for participants, volunteers, and visitors.
- Lead the Ranchers in meaningful outreach opportunities within the Cornerstone Family and the community.

COMPETENCIES

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

- See attached list.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

- Level 1 Instructor: High school diploma/GED required (Associate degree preferred) and 2+ years' experience as a teaching assistant, paraprofessional or related working experience. (paid or volunteer)
- Level 2 Instructor: Bachelor's degree (B.A.) from four-year college, or university and three to five years related working experience, or equivalent combination of education and experience preferred.

LANGUAGE SKILLS

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, lesson plans and procedure manuals.
- Possess excellent verbal and written communication skills to write routine reports and correspondence.
- Ability to effectively communicate using a variety of modalities with Ranchers, staff, volunteers and parents.

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.
- Understands and can implement basic instructional methods.
- Ability to analyze situations and make program changes in a timely and effective manner.

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. Experience working in a group setting is a plus.
- 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 in the Cornerstone program is afforded the guidance, assistance and opportunities needed to reach their highest potential.
- Experience in using Microsoft applications and Google Drive.
- Current driver's license, acceptable driving record and valid car insurance required.
- Have a clear background check with no related offenses that may jeopardize the integrity of our program.

PHYSICAL DEMANDS

Day Program Instructor

- 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

DATE

PRINTED NAME