



Job Description

Job title	<i>Adult Day Program Instructor</i>	Position	<i>Full-Time</i>
Reports to	<i>Director of Adult Services</i>	FLSA	<i>Non-Exempt</i>

The Els for Autism Instructor will work with Day Program Coordinator to develop, plan, implement, and assess programs for adults with autism spectrum disorder and related developmental disabilities. The instructor will plan and teach activities that enable participants to increase independent living, communication, and pre-vocational skills in preparation for paid employment. Lessons may take place at The Els Center of Excellence or in community-based settings.

Responsibilities:

- Create spaces and procedures in the classroom, on the campus, or in the community that will keep participants safe during all activities and addresses any safety concerns immediately with Day Program Coordinator.
- Create groupings and natural support systems to fit the needs of each participant (i.e., employee mentors, pairs, one-on-one).
- Utilize explicit and systematic instruction (i.e., preview, breaking down tasks, building on skills, review).
- Utilize Applied Behavior Analytic principles within instructional and behavior management procedures.
- Create and utilize individualized visual, behavioral, and communicative supports when needed.
- Utilize a system of systematic prompting from most to least for new skills and least to most for learned skills and fading strategies during skill acquisition, practice, and maintenance.
- Develop visual and communication supports for program participants and complete a referral for clinical services (BCBA, SLP, MHC) and support as needed.
- Create and/or implement group activities related to recreation and independent living, such as fitness, grocery shopping, meal preparation, and pre-employment.
- Adhere to daily scheduled activities created by the Day Program Coordinator.
- Work with Day Program Coordinator to review individual support plans for each program participant.
- Conduct an environmental assessment of program locations (i.e. classroom, volunteer site, or recreation spaces) and develop visual supports for incoming participants.
- Collaborate with Day Program Coordinator to conduct applicant interviews, screenings, and orientation.
- Perform document reviews and review the Person-Centered Plan (PCP) for each participant frequently to ensure delivery of instruction matches individualized goals.
- Assist Day Program Coordinator to administer assessments and collect data, as required by the Agency for Persons with Disabilities.
- Maintain accurate, timely, and organized client notes, attendance records and reports in accordance with requirements set forth by the Agency for Persons with Disabilities, funding agencies, or regulatory agencies.
- Maintain daily progress notes, monthly summaries, and annual reports for all participants in Central Reach.



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- Attend support meetings for participants as scheduled by the Day Program Coordinator.
- Attend meetings and training offered by the Agency for Persons with Disabilities as assigned by the Day Program Coordinator.
- Ensure self-determination activities are embedded as a foundation for services and supports within the Day Program for all participants.
- Adhere to HIPAA standards while collecting, storing, and sharing electronic personal health information.
- Participate in professional development and training opportunities as assigned.
- Complete training required/offered by APD as a MedWaiver provider and additional training, as assigned.
- Wear comfortable business casual attire, adhering to uniform requirements set forth by the worksite, and wear Els for Autism name badge in the community.
- Use Outlook Els for Autism Calendar to record all meetings and appointments.
- Remain actively engaged supporting participants directly, modeling appropriate behaviors, and collaborating with community partners.
- Display a high standard of integrity and conduct while serving as a representative and ambassador for the Els for Autism, its mission, and the vision of the Els family.

Qualifications:

- Bachelor's Degree in Education, Rehabilitation, Therapeutic Recreation, Social Work or related field.
- Minimum 2 years of experience teaching/coaching adults with autism and related developmental disabilities.

Preferred:

- Experience in curriculum development for individuals with autism and related developmental disabilities.
- Experience in community-based instruction for individuals with autism and related developmental disabilities.
- Training in Applied Behavior Analysis.