

**Hope Christian Services seeks an Adult Program Instructor to join our dynamic team!  
New graduates are welcome to apply.**

- Benefits: PTO, Sick Days, Extended Illness, FMLA
- Tuition Reimbursement up to \$4,800 a year or \$2,400 per semester
- Healthcare, Dental, and Vision: HCS covers up to 90% of healthcare benefits
- Great work environment: Clean and modern classrooms + low participants-to-staff ratio
- Shifts: 8am – 4pm Monday – Friday

**Join us and become part of a team dedicated to making a meaningful impact!**

**Title:** Adult Program Instructor

**Department:** Possibility Center

**Reports To:** Assistant Director of Adult Program

**Job Summary:** Provide daily instruction to assigned participants in Adult Program. Develop, implement, and monitor goals and objectives for participants.

**Job Qualifications:**

- High School diploma or equivalent with at least 2 years' experience working with individuals with developmental disabilities.
- Must be 18 years of age.
- Experience with lesson planning, facilitating planned activities, or classroom management a plus.
- Ability to lift residents weighing up to thirty-five pounds independently, assist in 2-person lifts, and utilize positioning equipment if needed.
- Valid driver's license in state of residence with no more than 5 points.
- Attend all required HCS orientation and in-services, and College of Direct Support trainings. CPR/FA certified.
- Must read, write, and speak English with excellent written and verbal skills.
- Must submit to a criminal background check and be determined to be not disqualified by the Department of Human Services prior to hire.

- Employee shall submit to drug testing prior to employment as well as randomly and for cause.
- Must agree to have their name checked against the Central Registry of Offenders Against Individuals with Developmental Disabilities and Child Abuse Registry Information.

**Job Responsibilities:**

- Follow curriculum as set for by supervisor. Adapt curriculum to meet the needs of the individuals as needed or requested.
- Read all ISPs and ensure the classroom assistants are informed of the essential information in the participant's document.
- Ensure all mealtime and PT equipment is being used as per doctor's orders.
- Plan functional activities to incorporate each participant's goals. (Lesson Plans
- Prepare daily data and monthly progress notes.
- Direct and assist residents in daily activities meals.
- Present skill summary and measurable goals for ISP.
- Plan community trips. Request money for trips and program materials as needed.
- Cooperate with HCS and the licensee and Department staff in any inspection, inquiry, or investigation.
- Consult with supervisor on status of resident goals and behavior records.
- Set up room at the start of each day.
- Communicate any personnel issues with supervisors.
- Work as a team to ensure all staff in classrooms are engaging with participants in the least restrictive environment.
- Lift residents to alternate positions and assist with changing as needed.
- Drive vans as needed.
- All other duties as assigned.