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_ Helping to Navigate the Complex Course of Autism • Home of the Grotto Center

St. Gerard House Job Description Feed the Need Instructor

Job Overview: The FTN Instructor is responsible for implementing and facilitating lessons as well as providing a safe and supportive learning environment for the participants.

Reports To: FTN Program Manager and FTN Program Coordinator

Work Schedule: 9:30am-5:30pm. The FTN instructor is expected to work during Feed the Need's operating hours/sessions

Employee Classification: Hourly, non-exempt

Minimum Education Requirements: High School Diploma or equivalent

Required Qualifications:

- 18 years or older
- Criminal background check presents no health and safety risk.

Qualifications: The Feed the Need Instructor will ideally have experience in a field of study related to human services (education, psychology, communication disorders, sociology, or other) and/or have experience working with autism and other related disabilities.

Essential Responsibilities: The primary duties of the position include:

- Provide a safe, fun and educational environment for participants.
- Maintain a positive and professional relationship with fellow employees, parents, children, visitors, and volunteers
- Communicate and collaborate with staff as necessary and as permitted •
- Uphold all SGH Values and follow the Center's policies and procedures •
- Create lesson plans based on core concepts.
- Refresh lesson plans for returning group members.
- Enter data for assigned participants on a daily basis.
- Enter notes for each assigned participant on a daily basis.
- Teach/Assist in all skill acquisition classes, including but not limited to cooking, nutrition, movement, art, and gardening classes..
- Lead community engagement outings.

Additional Responsibilities:

- Communicate with Program Manager/Coordinator regarding concerns and questions
- Implementation of Behavior and Treatment plans provided by Program Coordinator
- Maintain documentation of behaviors being targeted as well as individualized goals. •

Create lesson materials based on core concepts.

- Organize lesson materials and maintain an orderly environment.
- Transporting the 12 passenger van - complete van training.
- Maintain CPR/First aid certification.
- Any other duties deemed necessary by the Program Manager/Coordinator.

Preferred Qualifications:

- Experience working with individuals with IDD's.
- Behavior technician certification.
- CPR/FIRST AID certification.
- Comfort transporting participants in a 12 passenger van - Complete SGH Van training.
- If providing transportation, have a valid North Carolina or other valid driver's license and a safe driving record.

Physical Requirements: The FTN Instructor will be performing various physical activities frequently throughout the day in order to ensure maximum safety for themselves, clients, and others as well as provide effective therapy.

Physical requirements of the position include, but are not limited to:

- Lifting up to 50 pounds
 - Lifting and carrying clients with adaptive equipment
 - Restraining/holding/transporting and utilizing quick body movements as indicated in the Behavior Intervention Plan in the course of working with children with challenging behaviors
 - Hearing, seeing, and speaking constantly
 - Working in an indoor and outdoor setting in various weather conditions ●
- Performing various physical activities easily, such as walking, reaching, pushing, pulling, holding, climbing, carrying, lifting, twisting, swimming, gardening, and running
- Maintaining a variety of postures, such as kneeling, crouching, squatting, crawling, bending over, sitting, and standing for extended periods of time
 - Sitting on the floor and in small chairs for extended periods of time and moving easily in this capacity
 - Having manual dexterity to write and perform specific computer and electronic device functions for data collection
 - Having visual acuity to read and comprehend written communication through computer, electronic devices, and paper means