



# Systematic Instructor

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## **Job Description:**

Systematic Instructor provides one-on-one support to the employee/s with developmental disabilities employed to perform his/her work duties related to specific job tasks, provide job readiness training, and help him/her adjust to the workplace.

- This is a part time position with varying hours
- Starting Wage for Systematic Instructor- \$13.00 per hour

**Education:** High school diploma or general education degree (GED)

**Reports to:** Program Director

## **Duties:**

- Participates in basic Systematic Instructor training and continual staff development
- Works with BRIDGE Case Managers to assess employee's skills and gather baseline data
- Learns the employee's duties and makes any modifications (labeling, simplifying written instructions, etc.) necessary for the successful completion of the job
- Supports the essential tasks/duties/core skills of the job for the employee
- Builds natural supports (develop job support from co-workers)
- Reinforces business culture and protocol and supports employee's ability to adapt
- Teaches safe practices according to the work environment
- Models appropriate workplace behavior
- Determines new skills to layer and build as employee gains competencies and confidence
- Completes necessary evaluations, reports and other documentation

## **Qualifications & Requirements:**

- Experience working with adults with developmental disabilities
- Pass a criminal history background check - **required**
- Have a valid driver's license and be insurable - **required**
- Demonstrate effective oral and written communication skills
- Ability to transfer or move up to 75 pounds
- Ability to bend, stoop, twist and lift
- Desire to work in a team environment

## **Benefits:**

Paid Training

Employee Referral Bonus- up to \$300