



DIRECT SUPPORT PROVIDER (INSTRUCTOR) – CENTER BASED EMPLOYMENT (CBE)

Scottsdale Training & Rehabilitation Services (STARS) is seeking a *F/T Direct Support Provider (Instructor)* to join the Center Based Employment Team (CBE). Incumbent will foster a caring positive image and serve to improve the lives of individuals with developmental and cognitive disabilities.

STARS is a non-profit organization in Scottsdale that serves youth and adults with developmental disabilities along with their families. STARS mission is to improve the lives of people with developmental disabilities by providing a wide array of programs that serve a variety of needs. STARS offers day training programs for adults as well as employment opportunities in its work centers and the community. Additionally, STARS offers after school and summer camp programming for young people with developmental disabilities. STARS pursues opportunities that contribute to a person's quality of life, including art, music, cooking and movement classes that take place weekly. STARS empowers individuals with developmental disabilities and their families to be able to integrate into the life of the community. STARS staff is trained, enthusiastic and devoted to its mission: improving the lives of people with cognitive and developmental disabilities through opportunity. STARS operates at two sites in Scottsdale and is open Monday through Friday 8:00 am to 4:00 pm. We are always interested in new team members who display a passion for service and improving the lives of others.

POSITION SUMMARY:

Provide instruction and services to individuals with cognitive/physical challenges based on individual service plans and personal care requirements. Duties include maintaining a meaningful environment for instruction and supporting personal attendant care in a Center-Based Employment (CBE)/work center setting. Work closely with CBE manager to develop program goals, team objectives, schedules of daily activities, and planned events.

DUTIES AND RESPONSIBILITIES:

- Teach participants with various developmental/cognitive and/or physical challenges the tools necessary to complete work center contracts and social skills to increase independence.
- Monitor, track and evaluate participant's quality of work.
- Record and enter participant work hours and work productivity in payroll and attended hours in attendance log.
- Implement productivity and individual support plans for work center participants; assist in daily operations of work center, as directed by the manager.
- Ensure a safe environment and well-being of participants by adhering to OSHA Standards.
- Maintain accuracy and security of participant records in compliance with the Division of Developmental Disabilities (DDD).
- Exhibit role model behavior by using appropriate language, dress, manners, and respect.
- Report participants' goals, progress and challenges to the manager.
- Serve as liaison between STARS and parents, community partners and government agencies (DDD).
- Communicate work center supply requirements to manager as needed
- Administer non-prescription/prescription medication, as prescribed by licensed medical professionals.
- Assist participants with attendant care, as needed.
- Provide manager with completed productivity, attendance records, weekly case notes, daily ISP objective and/or BTP tracking sheets.
- Maintain logs and billing documents, with appropriate signatures, within time lines required.
- Review and adhere to approved policies, standards, services & procedures.
- Show respect and engage in appropriate interactions with co-workers, community partners, participants and families/guardians
- Report incidents on proper forms and inform appropriate staff within required time frames.

- Display enthusiasm for participation in a non-profit organization serving individuals with disabilities
- Develop, implement, and evaluate Individualized Support Plans (ISP).

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

- High School Diploma. Two years' experience working with disabled youth/adults in vocational, rehabilitation or similar services. Bachelor's degree in Education, Special Ed., Social Services, Behavioral Health; preferred. OR, any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.
- Must have AZ driver's license, clear driving record and meet agency insurance requirements.
- Must meet DES requirements for fingerprint clearance. Must pass a criminal/background screening
- Must have reliable transportation. Must be able to lift 40 pounds
- Must be able to frequently stand; walk; sit and able to assist participant with physical challenges, such as pushing a wheelchair, kneeling, reaching, stretching, bending, etc.
- Must be able to operate an agency transport vehicle; manually keep documentation records and monitor participants visually and auditory.
- Must perform crisis intervention techniques to prevent behavior harmful to participants or others. Respond appropriately in crisis situations be able to physically perform First Aid/CPR.
- CPR, First-Aid, Article 9, Prevention and Support Certifications; preferred.

DESIRED QUALIFICATIONS:

- Demonstrate organizational skills and strong attention to details.
- Excellent communication (verbal/written) and interpersonal skills
- Knowledge of developmental/cognitive and/or physical disabilities; behavior modification skills and intervention strategies that can be implemented.
- Ability to plan, learn new programs, have excellent follow-through and problem-solving skills.
- Maintain a positive attitude and collaborative working relationships with participants, staff and families.
- Proficient computer skills in Microsoft Office Suite; specifically, Word, Outlook, Excel.
- Demonstrate empathy and understanding of the challenges faced by disabled individuals.
- Ability to work under stressful conditions that may include dealing with difficult participants.

STARS is an Equal Opportunity Employer committed to a diverse and inclusive workforce. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, or any other legally protected status. Website: www.starsaz.org