

We are looking for part time ILS/IHSS/PA/caregiver instructor who can speak either English, Vietnamese, Tagalog, or Spanish to work in Alameda County.

## **ABOUT OUR ORGANIZATION:**

AES, We support people with disabilities to live independently, work in competitive employment settings, become empowered to make choices, and advocate for the resources they need.

## **INDEPENDENT LIVING INSTRUCTOR JOB DESCRIPTION:**

### **Job Descriptions:**

Adult Enrichment Services is comprised of the following categories of staffing: ILS Instructor. The ILS instructor provides guidance, instruction, and support, through one-on-one interaction, with an adult with developmental disabilities to help them accomplish daily living activities at the person's home and/or in the local community. The ILS Instructor reports to Program Director who provides oversight. The ILS Instructor is directly responsible for training and support to meet the goals and objectives of the individual(s) that they serve.

### **Job Description: ILS/IHSS/PA/Caregiver Instructor**

**TITLE: ILS Instructor**

**STATUS: FT/PT/Regular**

**PROGRAM HOURS: Specific to individual schedule**

**PRIMARY DUTIES:** Assure that the individuals served are provided with assistance in all aspects of their independent daily living and that they receive training and supports in all areas needed to live a full active life of their choice as identified on their IPP and ISP.

Adult Enrichment Services Independent Living Skills Program Service Design for RCEB In conjunction with the individual, assure implementation and follow through on all aspects of the IPP (Individual Program Plan) for people served.

Provide advice, guidance and support to individuals regarding personal issues and life choices

Act as an advocate for people served.

Act as liaison/consultant to individual's team. Attend Individual Program Plan (annual) and interim meetings. Attend weekly team meetings.

Assure all data collection and daily documentation is completed.

Assure that individuals served have access to nutritional food that they enjoy.

Assure that all symptoms of illness reported by individuals are promptly reported to the physician of their choice

Assure that all people served have clean clothing, sanitary and sufficient hygiene supplies and availability of laundry facilities.

Assure that persons served have access to transportation when they need it to go into

their communities.

Assist people to budget and manage their finances as indicated.

Assist individuals to maintain the exterior of their home and lawn in accordance with the standards maintained at other residences in the area

Communicate with day program services as necessary in a polite friendly manner.

Purchase items as directed using budgetary guidelines set forth.

Responsible to obtain required training and to assure that training is kept current to assure continued employment.

Attend all Regional Center audits as requested to assure that auditors understand implementation of programs.

Assume responsibility for all other duties as assigned by Program Director.

Please free to call with any questions or concerns @ 5109385287 and ask for Harpreet.

Interested personnel may send in their resumes at [aesassistance@gmail.com](mailto:aesassistance@gmail.com)