

## THE ARC SAN FRANCISCO

<b>JOB TITLE:</b>	Instructor / Direct Service Professional	<b>STATUS:</b>	Full-time & Part-time positions available
<b>REPORTS TO:</b>	Service Manager	<b>WORK HOURS:</b>	
<b>FLSA:</b>	Non Exempt		

### ORGANIZATIONAL SUMMARY:

The Arc San Francisco is a non-profit service and advocacy organization for adults with intellectual and developmental disabilities and their families living in San Francisco, Marin, and San Mateo counties. We currently serve a varied group of over 700 clients who, despite their diverse backgrounds, ages and disabilities, are all similar in their desire to live a life of greater self-determination, dignity, and quality. Our goal is to provide the supports that enable people with developmental disabilities to maximize their potential, live meaningful lives, and become integral members of the community. To that end, we provide a range of services relevant to all areas of adult life, from independent living supports and skills building to employment training and creative expression. As a true community partner, we believe in educational outreach, the power of business partnerships, and the importance of being a reliable resource for families, supporters, public policy makers and all those who share our vision of creating a more informed, diverse and inclusive society.

### POSITION SUMMARY:

Creates a learning environment in which adults with developmental special needs can learn to function more independently in their home, in the community, or at work sites. Designs instruction methods based on measurable objectives, maintain records of client progress, analyze barriers to learning, and creates alternative instructional plans to overcome barriers to learning. May travel to, and work with, clients in their homes, at work sites, or in the community. Responsible for coordination of individualized service delivery to clients. Responsible for resource development for all client centered service needs. Responsible for providing a range of services to adults with developmental disabilities that could include but not limited to:

<ul style="list-style-type: none"> <li>• Paid Work instruction</li> <li>• Volunteer Work instruction</li> <li>• Employment Placement &amp; Support Services</li> <li>• Mobility Training</li> <li>• Sensory Integration Activities</li> <li>• Social Activities in the community</li> <li>• Academic Activities</li> </ul>	<ul style="list-style-type: none"> <li>• Recreational Activities</li> <li>• Artistic Development</li> <li>• Leadership Activities</li> <li>• Community Involvement (self-advocacy)</li> <li>• Aging Support Services</li> <li>• Housing Advocacy</li> <li>• Independent Living Skills</li> <li>• Supported Living Services</li> </ul>
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Act as a liaison to families, care providers, case managers and community resources. Plans, implements and coordinates clients' overall program plan.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works with clients on a one on one basis or in a group setting to provide a wide range of services.
- Develops and implements direct instructional plan for clients in community or residential sites.
- Prepares annual calendar for client program reviews and facilitates case reviews and goal planning for each client.

- Ensures maintenance of files, client emergency information, and client records.
- Maintains records and other documents as requested by direct Supervisor; updates IPP information as needed, completes assessments as needed, and maintains daily log of activities and observations.
- Addresses all issues and crises related to client services.
- Ensures implementation of all safety policies and procedures.
- Attends and participates in relevant meetings, conferences and training as assigned.
- Provides ongoing advocacy and follow-along support as needed for implementation of each client's individual plan.
- Assists with the creation and maintenance of community sites and partnerships.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS and EXPERIENCE:**

- Bachelor degree with major emphasis on education or related discipline preferred.
- At least three years' experience working with adults who have developmental disabilities at a variety of functioning levels.
- Adult Education or Special Education certification or eligibility is desirable.
- Ability to utilize computer using Microsoft "Word" software.
- Flexible schedule - Some early morning, afternoon, evening and weekend hours may be required.
- Knowledge of and commitment to the principles and concepts of normalization/integration.
- Sensitivity and concerns for the rights and needs of the individuals served, including a desire to relate to those individuals as dignified and competent individuals.
- Clear communication skills, both oral and written.
- Valid California driver's license, safe driving record and current proof of insurability if driving on agency business.

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:**

The Arc San Francisco is committed to equal opportunity in the terms and conditions of employment for all employees and job applicants without regard to race, color, religion, sex, sexual orientation, age, gender identity or gender expression, genetic information, marital status, national origin, disability, citizenship or veteran status. We will consider qualified candidates with criminal histories in a manner consistent with the requirement of the San Francisco Fair Chance Ordinance.

**The Arc San Francisco is an Equal Opportunity Employer**

**APPLICATION PROCESS:**

Please send your cover letter and resume to:

The Arc San Francisco  
Attn: Human Resources Department  
1500 Howard Street  
San Francisco, CA 94103

**OR**

Email: [jobs@thearcsf.org](mailto:jobs@thearcsf.org)