

MERCI is a private, nonprofit agency providing training to adults and children challenged by severe developmental disabilities. MERCI offers a community-based functional curriculum program. Benefits for qualified employees include paid holidays, sick leave and vacation. MERCI seeks employees who are motivated, creative and desire to advance in the field of human services.

Job description for: **ASSISTANT SITE COORDINATOR
INSTRUCTOR- ADULT PROGRAM**

Department: Instructional
Wage Category: Nonexempt
Reports to: Site Coordinator/ Associate Director
Hours Per Week: 40

JOB STATEMENT

Works in conjunction with Site Coordinator to ensure the optimal operation of the program. In addition, teaches and trains adults with developmental disabilities in the severe to profound range of developmental disabilities. Develops and implements consumers' goals both in the community and classroom. Will serve as a facilitator for appropriate social behavior. Will document progress of each consumer.

JOB DUTIES

1. Will assist in ensuring consumer's safety, dignity, and well being as well as providing consumers with any required help in fulfilling their personal and private needs.
2. Will foster positive relationship with MERCI Board of Directors. MERCI staff, consumers, consumers' families and/or care providers, outside persons and/or agencies such as representatives from regional centers, licensing, local governments and the community at large.
3. To establish consumers' goals for Individual Program Plan/Individual Service Plan (IPP/ISP)/person center planning and monitor progress, working in conjunction with consumers' individual Program Plan.
4. To complete all documentation required: to include attendance records, incident reports, allocation records, supply requisitions and consumer charting as well as any additional documentation required by Site Coordinator.
5. To attend weekly staff meetings, in-services and trainings.
6. To oversee and supervise instructional staff and volunteers on site

7. To work with Site Coordinator in additional duties that may include, but are not limited to program supply ordering and distribution, medication tally and disbursement, development of new procedures and operations, assuming a leadership role and being placed "in charge" in the absence of the Site Coordinator; attend Person Centered Planning and Individual Program Plan (IPP) meetings in absence of Site Coordinator.
8. To perform all other duties as assigned.

JOB SPECIFICATIONS

1.
 - a. BA degree in Social Services or related field; minimum of two years' experience in Human Services.
 - b. AA in Social Services or related field; at least four years' experience in Human Services.
 - c. High school diploma, at least four years' experience in Human Services.
2. Ability to express ideas clearly in both written and oral grammatically correct English.
3. Bilingual preferred (especially Mandarin, Cantonese, Spanish) to include oral and written communication.
4. Current First Aid/CPR certification.
5. Ability to lift, with one person's assistance, up to 70 pounds.
6. Management experience preferred.
7. Current California Driver's License and ability to drive agency's vehicles.
8. Successful completion of Direct Support Professional Certification I & II.
9. Any other requirements of Licensing and/or Regional Center.

Employee Signature

Date

Site Coordinator

Date

Associate Director

Date

Executive Director

Date