

**TO APPLY, PLEASE FILL OUT THE FORM THAT IS AVAILABLE ON THE WEBSITE AT [WWW.CRIDERCENTER.ORG](http://WWW.CRIDERCENTER.ORG). YOU CAN ATTACH YOUR RESUME THERE. (IF YOU HAVE A COVER LETTER, INCLUDE THE COVER LETTER AND RESUME ALL IN THE SAME DOCUMENT)**

**Community Living Instructor  
Level 1 – Non-Exempt  
Salary: \$10.10/hour**

**A. Description**

Community Living Instructors assist in creating an environment in which individuals dually diagnosed with a severe and persistent mental illness and a developmental disability will have the opportunity to grow and make the transition to community living. This will be done not only in the areas of supporting, encouraging and instructing, but also by modeling for them the desired behaviors. Job responsibilities include:

- To ensure that residents have every opportunity to exercise their personal choice in all aspects of their lives in accordance with any limitations that maybe outlined in their Person-centered plans.
- Upon arrival, read the journal and consult with peers concerning current situation regarding ISL.
- To meet with QDDP and prior shift staff to evaluate the status of each resident.
- Document events and activities in daily client progress notes.
- Support, encourage, assess, and document client performance of Daily Living Skills according to their Person-Centered Plan.
- Perform daily inspections of house and complete shift housekeeping assignments.
- Assist in supplying 24-hour supervision.
- Assist in planning and preparation of daily meals in accordance with any required nutrition plans.
- Ensure physical safety of members.
- Administer medications and document any adverse reactions.
- Interact with members in a supportive and positive manner at all times.
- Maintain physical facility.
  - Replace burned out light bulbs (tubes).
  - Report improperly operating appliances, fire alarms, and doors and windows.
- Assist residents with decision making, if needed, in accordance with Person Centered Plan.
- Transport clients to appointments when needed.
- To make sure all rooms are properly prepared for incoming clients.

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- Assist in the implementation of Person Centered plans.
- Complete all required trainings outlined in policy manual.
- To adhere to all policies and procedures of the Crider ISL.

**B. Qualifications**

- Diploma from accredited high school or GED with one year experience in
- related field.
- Obtain and/or maintain a current chauffeur's license and certification as a
- Medication Technician I and in Red Cross CPR/First Aid.

**C. Supervision**

The Community Living Instructors receive supervision from the ISL's QDDP.