

**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-Part Time  
Location: Pathways and PISL-O’Fallon, MO  
Hours: 8 hours per pay period and PRN,  
Guaranteed 8 hours per pay period and then be able to pick up hours as needed.  
Salary: \$10.10/hr.**

**A. Description**

Community Living Instructors assist in creating an environment in which individuals diagnosed with a severe and persistent mental illness and/or 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/PISL.
- To meet with House Manager and/or prior shift staff to evaluate the status of each resident.
- Document events and activities in daily client progress notes per training received.
- Support, encourage, assess, and document client performance of Daily Living Skills and progress towards outcomes 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.
- 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/PISL.
- Regular attendance (except as excused).

**B. Qualifications**

- Diploma from accredited high school or GED as recognized by the US Department of Education.
- One year experience in a related field working with persons with a developmental disability and/or mental illness.
- Obtain and/or maintain a current chauffeur's license.
- Maintain current automobile insurance
- Certification as a Medication Technician I and in Red Cross CPR/First Aid.

**C. Supervision**

The Community Living Instructors receive administrative supervision from the ISL/PISL House Manager with clinical oversight by the Mental Health Professional.