



## **LIFE ENRICHMENT INSTRUCTOR**

### Job Description

#### **FUNCTION**

To prepare adults with intellectual and other developmental disabilities (I/DD) to integrate more fully into the community through the provision of quality habilitation and life skill services.

To assist adults with I/DD in reaching their full potential by offering opportunities for enriching, meaningful activities.

To offer adults with I/DD the opportunity to make choices regarding their daily lives and future.

#### **IMMEDIATE SUPERVISOR**

Program Director of Day Services (West Ave or PSC)

#### **QUALIFICATIONS**

Must have a high school diploma or equivalent. Must be at least 18 years of age. Experience working with individuals with intellectual or other developmental disabilities is preferred. Must have good verbal and written communication skills. Must have the ability to assist individuals with daily living and personal care needs. Must be able to work harmoniously with others to encourage and enhance the team process.

#### **DUTIES**

Provide learning opportunities geared toward attainment of individual training objectives

Provide accurate and timely documentation, noting the status of each individual's progress toward completion of training objectives.

Provide support to training staff toward implementation of activities to allow for a consistent, team approach in implementation of training activities.

Provide needed assistance for each individual to facilitate active participation in and benefit from scheduled activities.

Implement planned activities and adapt them as needed to engage as many participants as possible.

Ensure that materials are readily available prior to the beginning of each activity and are in adequate supply for each individual.

Document and notify supervisor about unusual occurrences to facilitate adequate, thorough information sharing with the residential provider or family. (Seizures, maladaptive behaviors, incidents/accidents, etc.)

Provide information to the supervisor regarding the status of each individual and to assist in the development of habilitation training goals and objectives. Provide input to facilitate development of training strategies best suited for the individual.

Provide information to the supervisor regarding significant and routine occurrences to ensure continuity and integration of services.

Maintain confidentiality of information pertaining to the individuals in the program.

Assist participants with personal hygiene and toileting needs as necessary. Depending on participants assigned, LEI may be required to pass medications, perform tube feedings, and perform light suctioning of participants. The Arc will provide training by a nurse for these functions to assure proficiency as required under RN delegation rules of the State of Texas.

Ensure the environment is maintained in a clean, safe manner.

Approach each individual in a manner that allows him/her to maintain his/her self-respect and dignity.

Perform any duty which, in the opinion of the immediate supervisor, is integral to the function of the program and can best be accomplished by the person in this position.

### **PAY LEVEL**

\$9.50 per hour - \$13.00 per hour