

**TESH, INC.**  
**POSITION DESCRIPTION**  
***PART TIME REHABILITATION TECHNICIAN***

**POSITION OVERVIEW**

**Provide life skills training to adults with developmental disabilities to assist them in achieving independence. Training provided in classroom setting in TESH facility, in the community and in the homes of consumers.**

**ESSENTIAL JOB DUTIES**

Consumer Instruction - Carry out prescribed behavior change programs and individual and/or residential program plans as written. Insure that the quality of each program is maintained through conduct which is personal and professional, and which reflects the integrity of TESH and its programs. Provide information about classes, consumers, and/or program status to the program managers.

Class Preparation - Following Program Implementation Plan course guidelines, develop or enhance curriculum to meet the needs of those receiving services. Provide training and community integration opportunities based on treatment plan guidelines. Use innovation and creativity in planning and executing classes. Prepare two weeks of curriculum in advance and keep on file for use by anyone who is asked to fill in during your absence.

Consumer Interaction - Insure that all interactions with consumers are focused toward promotion of their independence. Interactions with consumers should be made in a professional, age appropriate manner.

Documentation – Complete Implementation Plan, Billing Sheets, and Behavioral logs within 24 hours of actual class. Complete incident/accident reports the same day the incident occurs. Complete transportation/travel logs and mileage sheets by in timely fashion, assuring Supervisor has time to review and sign them prior to their due date in Accounting. Complete these and all other required paperwork in clear, concise, complete, and objective manner; submit all paperwork in timely manner, meeting all required due dates.

Flexibility - Must be willing and able to adapt to schedule changes on a daily basis as defined by the needs of the program.

Attendance – Except for planed and approved absences, consistent and regular attendance at work and meetings is required.

Physical Requirements – With or without reasonable accommodations, be able to transfer consumers in wheelchairs to and from vehicles, and on and off of toilet; provide physical supportive restraint to consumers of all sizes; bend, stoop, stand, and twist on regular basis; lift up to 50 pounds on an occasional basis; walk, stand and sit at various intervals daily.

**ESSENTIAL EXPECTATIONS OF TESH EMPLOYEES:**

Agency Expectations - Interactions with co-workers and supervisor must be conducted in a professional manner. Conflicts with others, at any level, should be resolved appropriately and as defined in the TESH handbook. All staff are expected to make a positive and effective contribution to TESH by way of their behavior and work activities.

Ethical Conduct - Behavior at all times must include honesty, sincerity (non-deception), candor, integrity and reliability (promise-keeping).

Drug and Alcohol Free Workplace – Must comply with Drug and Alcohol free workplace standards (further defined in staff handbook).

**OTHER DUTIES AS ASSIGNED OR REQUESTED** - Must work cooperatively with team members. May be asked to work in other departments. Will responsibly monitor time and work efficiently in all endeavors. May be asked to serve on TESH committees. If requested by other staff to perform other duties, first clear the request with immediate supervisor. Perform other duties as assigned by supervisor.

**QUALIFICATIONS:** Graduation from a standard high school or its equivalent. Read and write at 12<sup>th</sup> grade level. One year experience in a rehabilitation setting preferred. Must have an interest in working with persons with a variety of disabilities. Must have a good driving record, valid driver's license, and liability insurance; must be able to pass a criminal history background check. Must pass drug/alcohol screen.

**SUPERVISORY RELATIONSHIP:** Reports to assigned Developmental Specialist.

**WORK SCHEDULE:** Hours are to be arranged with the Developmental Specialist. Flexible hours may include evenings and weekends and vary from week to week.

**WAGE:** Starting wage of \$7.50. This position is entitled to overtime compensation if over 40 hours are worked within one work week.

**FRINGE BENEFITS:** Position is not expected to be entitled to all the fringe benefits unless it averages 20 hours/week or more. If it does, benefits will include medical and dental insurance after 500 hours, paid time off and sick leave after six months. Benefits are prorated for part time employees working between 20 and 35.99 hours per week average over three months.

**INTRODUCTORY PERIOD:** Six month introductory period. Performance evaluations will be given at six months, one year, annually thereafter, or as defined by Supervisor.

**RISK OF EXPOSURE TO BLOOD BORNE PATHOGENS CLASSIFICATION:** II  
(Please refer to Job Description Addendums A, B & C)