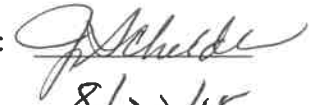


**OCCUPATIONAL DEVELOPMENT CENTER, INC.**  
**JOB DESCRIPTION**

**Job Title:** HTC Instructor III

Approved by:

  
8/20/18

**Salary Range:** Unclassified

Date:

**Supervised By:** Division Manager or Lead HTC Instructor

**Supervises:** HTC Persons Served

**Personnel Classification:** Hourly Support Staff, Level \_\_\_\_\_

**GENERAL DESCRIPTION**

To provide skill training to Persons Served as assigned. To participate as a member of the instructional team in assessing HTC Persons Served, developing goals and training individuals in specified activity areas. To administer individual assessment tools, identify skill requirements and supervise Persons Served. Provide basic assistance in training of self-care. Assist in all phases of Persons Served related areas and any other duties assigned by the Division Manager or Lead HTC Instructor.

**KNOWLEDGE & EXPERIENCE**

High school graduate or equivalent. Minimum of two (2) years of post secondary training or experience in related human services type of employment. General knowledge and understanding of vocationally disabling conditions, including; mental retardation, physical disabilities, social adjustment problems and behavior modification techniques. Familiarity with the responsibilities and demands of competitive industry.

**SKILLS & ABILITIES**

Must be neat, orderly and able to relate well to individuals with disabilities. Must have good verbal and written communication skills. Should have the necessary skills to enable working cooperatively with private businesses, its customers, non-profit facilities and agency staff.

**OTHER QUALIFICATIONS**

Valid, appropriate driver's license (Class B in Grand Rapids) and insurable driving record. Must possess or be willing to obtain a current CPR and First Aid Certificate. Med Certification would be helpful and may be required dependent on the position. Occasionally duties may require staff involvement after 4:30p.m. or on weekends for special program events. Employment will be contingent on successful completion of a Department of Human Services Background Study.

**COMMENTS**

Must accept and actively support the Mission and Vision of ODC and adhere to the professional Code of Ethics by; demonstrating sensitivity, respect and an understanding of the special needs of individuals with disabilities; embracing the cultural diversity of experiences and knowledge among the people we work with; serving as a positive role model in dress, speech and behavior; maintaining Persons Served confidentiality; and, complying with policies and standards set-forth.

Job descriptions are considered to be classification and recruiting tools and are not intended to limit the assignment of work.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

1. Supervise a caseload of Persons Served and communicate observations of Person Served behaviors, health and welfare, and evaluation information to the Division Manager or Lead HTC Instructor.
2. Provide skill training, self-care training, and development and adapting of the daily schedule.
3. Attend and participate in Person's Served team meetings as directed by your supervisor.
4. In conjunction with the Division Manager or Lead HTC Instructor, schedule Persons Served at the various work stations and community job sites on a daily basis.
5. Participate in the Safety Program by: enforcing safety rules; developing safety awareness on the floor; reporting of unsafe conditions for remedies; and, reporting all injuries in a timely manner.
6. Assist with the arrival, departure and transportation of Persons Served.
7. Serve as an advocate for Persons Served with the employer and co-workers in the areas of mutual acceptance, cooperation and accommodation.
8. Participate in and direct daily production, time and motion studies, piece-rates, timesheets and attendance, quality control records and standards.
9. Assist with the training of other HTC Instructors as directed.
10. Attend quarterly reviews, skill enhancement conferences/workshops, and weekly staff meetings as requested.
11. Perform other duties as assigned and as changing conditions require and new opportunities arise.

**I have reviewed these job requirements and verify that I can perform all essential functions of this position.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Date**

**Occupational Development Center, Inc.  
Analysis of Essential Job Functions and Demands of the Position**

Position: HTC Instructor III

Rev. 08/18

<b>Ratings used for this Analysis:</b>	Constantly	= Two-thirds time or more	Seldom	= Less than one-third time
	Frequently	= One-third to two-thirds time	Never	= Non-existent
	Occasionally	= Up to one-third time		

The following are averages based on all ODC divisions. If changes are needed to meet the specific needs of a division, please make changes to rating and/or comments and initial.

	<b>C</b>	<b>F</b>	<b>O</b>	<b>S</b>	<b>N</b>	<b>Comments</b>
<b>A. PHYSICAL ACTIVITY</b>						
1. Standing		X				
2. Walking		X				
3. Sitting			X			
4. Lifting up to 10 lbs.			X			#5 - #9 involves Person Served assistance to and from wheel chairs, bathroom assistance, using controlled procedures.
5. Lifting up to 20 lbs.			X			
6. Lifting up to 30 lbs.			X			
7. Lifting up to 40 lbs.			X			
8. Lifting up to 50 lbs.			X			
9. Lifting over 50 lbs.			X			
10. Climbing					X	
11. Stooping				X		
12. Crouching				X		
13. Kneeling				X		
14. Crawling					X	
15. Turning/Twisting				X		
16. Bending at Waist				X		
17. Reaching				X		
18. Finger Dexterity			X			
19. Eye-Hand Coordination			X			
20. Foot-Hand-Eye Coordination				X		
21. Driving						
Car		X				
Van		X				
Bus		X*			X	*Grand Rapids/Warren/TRF
Box Truck				X*	X	*TRF
Forklift				X*	X	*TRF
22. _____						
23. _____						
24. _____						
25. _____						

**B. USE OF SENSES**

1. Speech						
Ordinary Conversation	X					
Telephone Conversation			X			
2. Hearing						
Ordinary Conversation	X					
Telephone Conversation			X			

<b>Ratings used for this Analysis:</b>	Constantly = Two-thirds time or more	Seldom = Less than one-third time
	Frequently = One-third to two-thirds time	Never = Non-existent
	Occasionally = Up to one-third time	

<b>C</b>	<b>F</b>	<b>O</b>	<b>S</b>	<b>N</b>	<b>Comments</b>
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**C. ENVIRONMENTAL CONDITIONS**

1. Work Area						
Inside	<b>X</b>					
Outside				<b>X</b>		
2. Works alone				<b>X</b>		
3. Works with others	<b>X</b>					
4. Works around others	<b>X</b>					
5. Verbal contact w/others	<b>X</b>					
6. High (85+) Temperature			<b>X</b>			<b>Summer monthes</b>
7. Low (50-) Temperature					<b>X</b>	
8. Noise						
Especially High Level (+85 d)					<b>X</b>	
9. Unavoidable Hazards						
Mechanical					<b>X</b>	
Electrical					<b>X</b>	
Moving Objects					<b>X</b>	
Heights					<b>X</b>	
Cramped Quarters					<b>X</b>	
Other (specify) _____						

**D. ATMOSPHERIC CONDITIONS**

1. Fumes					<b>X</b>	
2. Odors					<b>X</b>	
3. Dusts					<b>X</b>	
4. Smoke					<b>X</b>	
5. Gases					<b>X</b>	
6. Oil/Grease					<b>X</b>	
7. Other (specify) _____						

**E. OTHER CONSIDERATIONS**

1. Is this position closely, moderately, or minimally supervised? Please explain Moderately supervised.

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2. Does this position have access to confidential information? Yes X No \_\_\_\_ If yes, please explain:  
Person Served casefiles to include medical, psychological testing, diagnosis, vocational and social histories.

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