
CONWAY WORKSHOP ASSOCIATION

Job Description

POSITION: Vocational / Pre-Vocational / Wood Instructor / WWS Instructor

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1. Deliver vocational training to clients in the Vocational / Pre-Vocational / Wood Programs.
2. Notify Client Services Supervisor of equipment maintenance repairs and supplies, etc., needed for the operation of program and which exceed budgeted allotments.
3. Instructors on rotation schedule will convey selected clientele, using the Association vans, to and from Workshop at beginning and end of work day as per van schedule.
4. Ensure the personal needs of clients, as per their program outlines, are met while at the Conway Workshop Day Program.
5. Supervise Day Program clients in conjunction with other staff.
6. Assist in establishing rules and regulations, responsibilities and duties of Workshop Day Program clients and ensure they are carried out. Will ensure clients understand and follow the set rules and regulations, responsibilities and duties of the Workshop day program.
7. Implement and carry out effective teaching strategies to all Vocational / Pre-Vocational / Wood Day Program clients.
8. Assist in developing and implementing of new programs for vocational / pre-vocational / wood/woodworking clients, in conjunction with Small Options setting.
9. Ensure appropriate information is recorded for the client files and assist with the Individual Program Plans (IPP) on a regular basis (every six months).
10. Responsible to report, in writing, on a weekly basis, and on a regular monthly basis, to Program Supervisor and Client Services Supervisor regarding client program progress and concerns.
11. Assist in maintaining the health status of clients by being aware of client medications, diet needs or any health ailments and relevant medical history and assures that other staff working with the same clients are made aware of their health status.
12. Work hands-on with selected clientele assigned to particular program.
13. Ensure the maintenance of a safe and secure client and staff working environment.

DATE REVISED: March 28, 2007

Review Date: October 1, 2008

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14. Work in co-operation with small option staff as per client program outlines, in carrying out his/her duties and goals set down by the Association.
15. Attend and participate in regular staff meetings, staff training sessions, in-services or workshops as scheduled.
16. Assist clients in achieving what is set out in Individual Program Plan.
17. Assist Program Supervisor and Client Services Supervisor in setting up new programs for clients and carry out program implementation thereafter to ensure client needs are being met on a continuous basis.
18. Assist in vehicle / equipment maintenance and advise the administration of needed repairs or supplies and ensures proper documentation, such as Daily Van Log, is completed at all times.
19. Watches for personality clashes, improper behavior, disagreements, and mood swings among clients and deals with issues as outlined in the IPPs, programs, etc.
20. Assist in the orientation, where requested, of new volunteers / members / relief staff / clients / future employees of the organization and its programs.
21. Ensure Vocational Instructors inform Residential Instructors, of client progresses and concerns with individuals at the end of the day program. (ie: through written communication in the communication books or verbal communication.)
22. Carry out the recording procedures in relation to individual programs, progress charts, daily journals, etc.
23. Consult Program Supervisor and Client Services Supervisor before initiating a change not in the IPP.
24. Responsible for dispensing medications to clients as per Medication Dispensing Policy (# 4-950)
25. Assist in the processing of client payroll (by recording hours worked, etc.) .

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26. Administrate Vocational / Pre-Vocational / Wood program within approved budget guidelines as set by the Association's Board of Directors and consults the Executive Director when situations arise concerning the budget.
 27. Order raw materials for the production or delivery of programs.
 28. Ensure that building and equipment is secure at end of work day and all thermostats are appropriately set. (ie: windows are closed, stove is off, coffee pots is off, cigarettes are out, etc.)
 29. Stay abreast of new techniques, methodologies, standards and services for the mentally and physically challenged which might be beneficial to the Vocational / Pre-Vocational Wood program.
 30. Job requires lifting when and as necessary.
 31. May be called upon to provide shift coverage in the Small Options homes for holidays, storm days or upon request.
 32. Greet customers, provides information and directs them to appropriate departments.
 33. Any such other duties or designated tasks as assigned by Executive Director or designate.
 34. Ensure the seven core standards are updated yearly as required by the Department of Community Services. (Fire & Life Safety, Behavioural Supports, CPR & 1st Aid, Crisis Prevention Intervention, Health and Personal Care, Individual Program Planning and Medication Awareness)

Additional Duties to the Wood Instructor Position include:

1. Oversee the delivery of wood products to customers with selected clientele and is responsible to collect payment for wood products at time of delivery.
2. Responsible, with the assistance of the Bookkeeper, for the collection of receipts from sales of product.
3. Provide the Client Services Supervisor with weekly, monthly, and yearly reports with respect to production, sales, inventory, etc.

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4. Ensures, in co-operation with the Client Services Supervisor, the repairs and maintenance of all wood operation equipment and other such related items.

Additional duties to the WWS Instructor position includes:

1. Ensures a daily schedule of clean work stations is posted and followed.
2. Ensures inventory/tools are accounted for.
3. Ensures clients are supervised and supported in learning wood working skills.
4. Maintains safe and secure environment. (proper attire is worn and safety rules are followed)
5. Ensures the Wood Working Shop Supervisor is aware of machinery maintenance and any equipment/materials needed.
6. Report daily, weekly and monthly to Wood Working Shop Supervisor, re: weekly reports, monthly meetings, etc...
7. Assist Wood Working Shop Supervisor in inventory on a monthly and yearly basis.
8. Oversees that customer orders have been properly assembled and shipped using appropriate procedures.
9. Can maintain full operation of the wood working shop in the Wood Working Shop Supervisor's absence.

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