



**Job Title:** ADT Instructor (Full-time)

**Department:** ADT Trident

### **Position Summary:**

The Trident ADT Program Instructor at High 5 plays a key role in supporting clients through personalized instruction, care, and advocacy within the Trident ADT Program. This role is also responsible for understanding and utilizing client information to ensure safe, goal-oriented, and person-centered support. This position requires close collaboration with families, guardians, and interdisciplinary teams to deliver individualized care and promote client independence and success. The instructor works as part of an integral team to benefit the Trident ADT program and the community. This role requires enthusiastic energy, customer service, creativity, problem solving, and multi-tasking skills.

### **Duties and Responsibilities:**

- Review and apply all components of the client's intake packet, including:
  - Medical history, allergies, medications, and seizure plans
  - Communication methods, behavioral triggers, and support strategies
  - Personal care needs, mobility requirements, and dietary restrictions
  - Guardian contact details, living situation, and legal guardianship
- Create and maintain a warm, encouraging environment for learning and growth, as well as providing excellent customer service to all families, clients, and co-workers
- Develop and implement engaging daily activities and curriculum tailored to individual goals
- Encourage clients to try their best while empowering clients to be flexible, responding to change and adapting to unexpected demands in classroom settings and surroundings
- Maintain accurate daily documentation of participant attendance, progress, and behavioral data
- Teach functional life skills, vocational skills, and community safety/navigation to promote independence; Provide one-on-one or small group support to clients in various skills and life skill activities, and tailor instruction to individual abilities and support plans
- Collaborate with team members to ensure client needs are clearly communicated according to support plans
- Maintain client confidentiality and adhere to HIPAA and privacy protocols, High 5 policies and procedures, and APD regulations
- Comply with all High 5, Inc. policies and procedures including, but not limited to, safety and emergency procedures, requirements of the Agency for Persons with Disabilities (APD) and other regulatory agencies
- Participate in training on client needs, training programs, and conduct data collection in accordance with APD reporting requirements
- Work in a team environment to build and maintain healthy and cooperative relationships with clients, families, co-workers and community partners
- Maintain a clean, organized, and encouraging classroom setting
- Lead engaging, developmentally appropriate activities that reflect each client's goals and interests, while reinforcing positive behaviors and redirecting challenging behaviors respectfully and safely

- Monitor and document client participation and progress toward individualized ADT goals, ensuring that all support aligns with High 5's mission to empower individuals and uphold our core values of respect, inclusion, and personal growth
- Ensure all environments are safely adapted to meet Level 3 safety and supervision standards, maintaining required staff-to-client ratios of 1:10 to provide appropriate oversight and support
- Follow all safety protocols during pick-up/drop-off, outings, and daily activities and High 5 Instructors are responsible for remaining aware of each client's emergency response plan (e.g., risk for seizure or elopement, severe allergic reactions, etc.)

**Qualifications:**

- High school diploma or GED (Required)
- College degree in special needs education, psychology, social services or other healthcare degree (Preferred)
- Minimum 1 year experience working with individuals with intellectual or developmental disabilities (Required)
- First Aid, CPR and AED certification (Required)
- Proficiency in Microsoft office and use of smart board technology (Required)
- Valid driver's license and successful completion of pre-employment Level 2 criminal background screening (Required)
- APD training (Required)
- Knowledge of behavioral intervention strategies and RBT Certification (Preferred)
- A minimum of two years of related supervisory experience in special needs education (Preferred)
- Experience with Adult Day Training (ADT) or Medicaid Waiver services (Preferred)

**Skills:**

- Enthusiastic, patient, caring, supportive, responsible, and committed to assisting the program to achieve its highest level of performance and impact
- Strong critical thinking skills: ability to multi-task, prioritize tasks and delegate when appropriate
- Strong verbal and written communication skills; Communicates effectively and professionally with all levels of personnel and clients
- Ability to solve problems and apply critical thinking and observation through daily/stressful situations, while maintaining professionalism, patience, and empathy in all interactions
- Detail-oriented and organized

**Expectations:**

- Must be dependable, punctual and able to uphold the job hours and requirements
- Expected to be flexible and adapt to the dynamic needs of the clients
- Must be culturally sensitive and accepting of all clients, parents, and staff without regard to race, creed, abilities, religion, socioeconomic status, or sexual orientation
- Must demonstrate a commitment to High 5's Mission and Core Values, and you will be expected to model, reinforce and abide by High 5's core values, policies, and procedures
- Build positive, meaningful, and caring relationships with clients, their families, High 5 staff and community partners
- Must be a collaborative team player with strong morals and ethics

I have reviewed the above job description and hereby attest that I can meet all the requirements outlined. I also acknowledge that the above job description is not all encompassing and High 5 reserves the right to change these duties at any time during my employment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- **Location:** Variable, High 5 Main Site or Off-Site Location
- **Shift:** Monday through Friday
- **Type:** Full-time (40 hours per week)
- **Compensation:** Starting pay \$16/hour; Competitive Salary based on experience
- **Benefits:** May include health, dental, and vision insurance; paid time off; holiday pay; and a 401(k) plan