

Group CLS Instructor

Ready For Life, a nonprofit organization, is looking for a dynamic, self-motivated individual to be a Group CLS instructor at our corporate office in Grand Rapids, MI. Ready For Life offers learning opportunities in education services and life skills training to individuals with intellectual disabilities. We work with clients to reach their specified goals as written in their Plan of Service.

As Group CLS team member your responsibilities will include:

- Instruct and support a group of adults with intellectual disabilities in the community and at Ready For Life on independence skills.
- Teach life skills lessons and support the other instructors as they teach.
- With team members
 - Create monthly volunteer site and activity calendar.
 - Assign clients to volunteer sites that match their goals and interests.
 - Coordinate staff site coverage
- Create and implement meaningful daily activities for the clients based on their goals and needs.
- Create community connections for new volunteer sites that could lead to the clients' skills growth.
- Safely transport clients in the community with company vehicles.
- Accurately complete and file paperwork associated with the clients Person Centered Plans.
- Effectively communicate with supports coordinators, staff, clients and guardians.
- Work as a team with the other Ready For Life skill building staff to create the best learning environment for the Ready For Life clients.
- Be available to work Monday-Friday from 8:00am-4:00pm.
- Complete all required CMH training annually

As a Group CLS instructor additional responsibility may be delegated to you by your immediate supervisor. Such responsibilities may include but not be limited to the following:

- Attend client PCP meeting and collect the required paperwork
- Maintain the monthly calendar
- Plan daily lessons
- Collect and assemble billing paperwork at the end of the month
- Fax data sheets to the supports coordinator monthly

This is a full-time position of 40 hours per week. You will have the opportunity to work for a company that has a passion for providing individuals with the education and life skills they need to gain proficiency in skills related to safety, relationship building, socialization recreation and independent living skills. We provide training and a great work environment!

Qualified applicants possess:

- A passion for our mission of working with people with intellectual disabilities.
- A minimum of two years of experience with adults with intellectual disabilities, preferred.
- Associates degree preferred but not required.
- Ability to effectively communicate with adults with intellectual disabilities.
- Valid Driver's License with a maximum of three points on your driving record.
- Ability to take and complete Network 180 training courses.
- Must be able to lift at least 30 to 50 lbs from floor to waist and from waist to shoulder. Requires a combination of sitting and standing.

Required license or certification: Driver's License

Job Type: Full-time with benefit package

Please send your resume to: toni.falk@rflnetwork.org for consideration.