

Position:	Wellness Support Instructional Aide	Position Control:	
Department:	Instruction	Position Class:	Student Support Non - Classroom
Gives Direction:	--	Unit:	Classified
Direct Supervisor:	Director, TIL Program TIL Direct Support Facilitator	Salary Range:	13
Next Level Supervisor:		Hours per Week:	40
Educ. Admin.:	VP Instruction	Months per year:	12
Date Established:		FLSA Exemption Status:	Non-Exempt

### **DISCLAIMER**

*This program is categorically funded and continued employment is contingent on adequate availability of funds.*

### **DEFINITION**

Under direct supervision, provide daily wellness and instructional support to the TIL students as an essential duty and responsibility of this position. Daily attendance, observation, communication, in-person contact and assisting students with instructional, medical, dental and health related needs is required.

### **REPRESENTATIVE DUTIES**

*The following duties are typical of those performed by employees in this class, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.*

Assist students participating in programs on and off campus setting.

Observe and evaluate student's progress.

Supervise students assigned to the program.

Maintain appropriate records.

Responsible for maintenance.

Keep accurate attendance records.

Responsible for the safety and welfare of students assigned to the program.

Implement independent living curriculum in small group settings.

As directed, assists students with taking medications on schedule and in appropriate dosages. In addition, implement knowledge to students as to why and what medications they take so they will be able to order their medications independently.

### **REPRESENTATIVE DUTIES, continued**

Accompanies students to medical/dental appointments. In addition, implement knowledge to students on how to make their own medical appointments.

Assist students with insurance paperwork. Facilitate students learning how to complete insurance paperwork on their own.

Administer First Aid and CPR, if necessary.

Report emergencies following established processes and procedures.

Review and maintain medical assistance records.

Perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications**

**Education and Experience:** Associate degree or equivalent. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students.

### **Desirable Qualifications**

Pharmacy Technician, Medical Office Assistant or additional medical certifications.  
Ability to develop rapport with students having intellectual and developmental disabilities.  
Ability to and willingness to assist students and promote good relationships.  
Ability to demonstrate fairness and patience in the performance of duties.  
Ability to use tact and good judgment regarding interactions with students.

### **Personal**

Willingness to assist students to develop their full potential and promote good relationships.  
Dependable.  
Punctual.  
Detail oriented.  
Ability and desire to establish and maintain cooperative working relationships in the performance of duties.  
Show initiative, poise, good judgment and tact.  
Maintain confidentiality.  
Flexible and willing to assume other assignments as the need arises.

### **Special Licenses/Certifications**

Valid California driver license.  
Ability to obtain a Class B license within 6 months of employment.  
First Aid and CPR certifications.

### **Knowledge of**

Needs and abilities of individuals with intellectual and developmental disabilities in today's society.  
Life skills training for adults with intellectual and developmental disabilities.  
Crisis intervention skills.  
Programs designed for special populations with an emphasis on adults with development disabilities.  
Empirical tools related to assessment of intellectual and developmentally disabled adults.

Safety and emergency procedures.

Community agencies that serve intellectual and developmental disabled individual's needs and services these agencies provide.

### **Ability to**

Communicate effectively with students, community members, parents and staff.

Demonstrate fairness, tact and good judgement in decisions regarding students.

Learn and model college safety practices and procedures.

Keep accurate and detailed records.

Learn and understand the merits and principles of Title 5, 17 & 22 regulations.

Organize and assist with implementation of meaningful projects and activities for the functional component of the Transition to Independent Living Program.

Understand student potentials, cognitive, emotional, and physical strengths and challenges.

Effectively communicate with staff and students.

Learn TIL student attendance policies.

Understand behavioral aspects of individuals with disabilities and ability to personalize materials.

Understand learning challenges.

Develop individual tutoring strategies and materials.

### **WORKING CONDITIONS**

Assignments are typically 40 hours per week and 12 months per year. May be assigned to a specific residence hall. Work may be indoors or outdoors to meet the students and college schedule. Work schedule may vary to include days, evenings or weekends and may include assigned overtime. Will be required to follow proper safety precautions and college safety procedures. During scheduled student or college breaks, may be assigned other duties or assignments for the college. May require extra hours to be worked which may include evening or weekend hours throughout the year. May involve travel, to include field trips with students, assisting students with appointments, attending workshops, training or meetings.

### **PHYSICAL REQUIREMENTS**

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements.

1. Ability to work at a desk, a conference table, or in meetings of various configurations.
2. Ability to stand and circulate for extended periods of time.
3. Ability to see for purposes of reading laws, codes, rules, policies, other printed matter, and observing students.
4. Ability to hear and understand speech at normal levels.
5. Ability to communicate so others will be able to clearly understand a normal conversation.
6. Ability to lift and carry 50 pounds.
7. Ability to reach in all directions.

*Reasonable accommodations will be made for candidates and employees with physical disabilities.*

### **ENVIRONMENT**

The Transition to Independent Living program is an educational residence hall experience for developmentally disabled adults staffed 18 hours per day, seven days a week and may be closed during college academic breaks. Instruction is offered in meal preparation, money management, shopping and housekeeping, use of appliances, safety, communication,

transportation, personal care and interpersonal relationships. The program is primarily on the Taft College campus.

**SUPERVISION**

Supervision is received from the TIL Direct Support Facilitator and TIL Program Director. May take or give work directions on projects as assigned. This position has no supervisory duties.

**PAY RANGE**

Range 13 on the Classified Employees Salary Schedule/Non-Exempt.