



# *Friends of Children with Special Needs*

## 華人特殊兒童之友

**Position:** Direct Support Instructor in the Adult Day Program Department  
**Hours:** 30 hours per week (Full time position)

Friends of Children with Special Needs (FCSN) is a nonprofit organization. FCSN Adult Day Program is seeking an energetic, patient, detail-oriented, and reliable direct support instructor. The position is responsible for providing training and supervision to adults with developmental challenges. Work locations in Fremont and/or San Jose area.

### **Duties and Responsibilities:**

- Provides close supervision to participants
- Engaging and motivating participants in learning, practicing and progressing
- Facilitating learning experience that promote participants' autonomy, interaction, and choice
- Drives participants to training sites or field trip destinations
- Maintains a supportive and professional relationship with participants and their families.
- Enhance participants' abilities to participate in designed activities in inclusive environments as prescribed by the participant's Individual Service Plan (ISP)
- Documents participants' training and progress using participant log forms, and prepares daily/monthly progress reports toward ISP goals & objectives
- Completes semi-annual and annual evaluation reports of participants
- Be compliant with HIPPA regulations
- Minimizes health, safety and any other risks to the well being of participants
- Performs first aid and cardiopulmonary resuscitation (CPR), and other emergency services (e.g. evacuation during a fire) as appropriate to the needs of participants
- Prepares special incident and adult dependent abuse reports if necessary
- Communicates effectively and proactively with the supervisor with regard to participants' issues

### **Minimum Qualifications:**

- Has high energy, professionalism and integrity
- High school graduates, undergraduate degree in related field preferred
- One year of experience working with the developmentally disabled
- Excellent communication skills and writing skills
- Must have transportation and clean driving records
- Bi-lingual preferred (**American Sign Language**)

### **Benefits:**

- 401K (with matching)
- Paid Time Off
- Holiday Paid
- Great health insurance with Dental and Vision.