

Arizona Recreation Center for the Handicapped (ARCH)

JOB DESCRIPTION

JOB TITLE: Day Treatment and Training (DTA) Leader

RESPONSIBLE TO: Supervisor of Services, Program Coordinator & Executive Director

MAJOR RESPONSIBILITY: Aid in the planning, implementation & evaluation of the Day Treatment and Training program for developmentally disabled adults. It is essential that DTA Leader is flexible in supporting the needs of the all participants within program guidelines. Must have knowledge of the philosophy, objectives, safety methods and activities utilized in rehabilitation training, recreation, and socialization for the handicapped

SPECIFIC DUTIES:

- 1 Aid in the development and instructions of program activities that include but not be limited to:
 - a. Personal living skills training
 - b. Recreation and Socialization
 - c. Field Trips to community organizations
 - d. Appropriate socialization and communications skills
 - e. Occupational training
 - f. Health and wellness programs
- 2 Responsible for timely and accurate record keeping and program reporting.
- 3 Ability to follow directions, work collaboratively and take initiative.
- 4 Aid in the development of up to date individual client files.
- 5 Attend regularly scheduled staff and client support meetings (ISP).
- 6 Ensure safety practices are adhered to.
- 7 Be responsible for developing and maintaining working relationships with clients, parents, support coordinators, providers, co-workers, and supervisors.
- 8 Be responsible for providing adequate supervision for client safety at all times.
- 9 Be responsible for keeping abreast of new and innovative techniques in the field.
- 10 Maintaining a safe physical environment.
- 11 Transport participants in company vehicle.

HOURS OF WORK; Full time, shifts to be determined.

QUALIFICATIONS:

- Certification in first aid, CPR, Article 9, and Fingerprint Clearance Card
- A High School diploma plus 60 credited hours of course work in a connected field **or** experience working in rehabilitation and/or recreation with special populations for at least one year, **or** equivalent combination of experience and education which provide the necessary knowledge, skills and abilities.
- Valid driver's license with at least three years driving experience and ability to pass a driving background check