

# CLERMONT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

## POSITION POSTING

(Applications for the following position may be downloaded from the website at [www.clermontdd.org](http://www.clermontdd.org) or obtained in the Human Resources Department, located at the Thomas A. Wildey Center, 2040 St. Route 50, Batavia, Ohio between the hours of 8:00 a.m. and 4:00 p.m.)

### AVAILABLE POSITION

#### Transition Instructor-BRIDGES to Transition

(New Position created 04/25/2013)

Part Time (not to exceed 15 hours per week)

Grant Ending Date: 09/30/2013

### IMMEDIATE SUPERVISOR

Employment Services Coordinator

**DUTIES:** (Summary Only) the employee will conduct job seeking skills training and instructional activities on a weekly basis, in a classroom environment, to eligible students within Clermont County schools. Employee will work with students throughout the year at community based assessment sites, assisting with job monitoring and instruction of work tasks and vocational skills in integrated community environments. Employee will perform set up and break down of daily activities, community outing activities and may perform job development duties to acquire job sites. Transports students to/from home and to/from schools; is required to have valid CPR/First Aid and meet requirements of Board's Transportation policy.

Instructs or assists students in development of cognitive, socialization, communication, fine and gross motor, self-help and vocational skills; assists students individually or in groups in working toward established goals; may assist students in basic living skills (e.g., personal hygiene, toileting, feeding, socialization, dressing, etc.) as necessary during classroom and/or vocational activities. Prepares teaching materials or aids to assist in student learning; sets up and operates audio/visual equipment to aid in instructing.

**QUALIFICATIONS:** Bachelor's Degree and 12 months experience in providing goal planning, career vocational guidance, or employment counseling and/or related experience. Proficiency using Microsoft Office products including Excel, Word, Outlook, and the ability to learn specialized software applications. Valid driver's license, First Aid/CPR required, and meets requirements to transport students. Ability to perform physical crisis interventions per procedures, lift, carry, and position students in a safe manner. Successfully passes pre-employment BCII/FBI criminal background check, post-offer medical exam with drug testing and physical agility test, Abuser Registry check, Nursing Registry check and other registries as required by Statute.

### SALARY:

Adult Degreed Salary Range (\$19.50 - \$ 21.53/hr)

### POSTING DATE:

05/07/2013

### APPLICATION DEADLINE:

Until filled

### SEND APPLICATIONS TO:

Karla Bolser  
Human Resource Clerk  
Clermont County Board of DD  
2040 US Highway 50  
Batavia, OH 45103  
[kbolser@clermontdd.org](mailto:kbolser@clermontdd.org)

The Clermont County Board of DD is an Equal Opportunity Employer