



## Job/Position Description

**JOB/POSITION TITLE:** Day Program Instructor (with medical background)

Date Posted: March 6, 2024

Reports To: Program Director

Status: Full-time position

*\*Resumes may be sent to our Executive Director, Wayne Nunnelee, at [wayne@mustardseedms.org](mailto:wayne@mustardseedms.org), or uploaded online after completing a Preliminary Job Application found on our website at [mustardseedms.org](http://mustardseedms.org).*

### SUMMARY:

The Day Program Instructor reports directly to the Program Director and works closely with the Workshop, Gift Shop, and Special Care Team. This employee should be flexible, take initiative, and undertake the work of the position with integrity, honesty, fairness, discretion, and confidentiality. Occasional night and weekend hours may be necessary.

### GENERAL JOB RESPONSIBILITIES:

- Arrival and Daily Prep: Arrive by 8:20 to open the Activity Center and prepare for the Seedsters' arrival, check that the facilities are in working order (restock toilet paper, soap, and paper towel dispensers)
- Activity Center: Supervise the conduct of the Seedsters by being aware of their location and activities, coach Seedsters throughout daily activities, maintain a daily attendance sheet, check Seedster painting and ceramics supplies, supervise Seedsters while assisting volunteer groups during projects and activities, and assist Special Care Facilitators as needed (including implementation of personal care plans and behavioral intervention plans)
- Help Seedsters achieve personal growth and increased independence through special projects and by teaching and modeling desired life/adaptive skills
- Accurately document relevant issues, incidents, or observations of individual Seedsters and the larger group
- Travel with Seedsters and Staff on Fun Fridays, while also leading a Fun Friday Group as needed
- Provide emotional support to Seedsters through coping skills, activities, grief-care, therapeutic activities (such as music, art, relaxation, prayer, and writing), and development of grief-care systems
- Lunch Duty: Assist Seedsters in preparing lunch as needed
- Devotion: lead and assist with devotion as needed (lead Seedsters in a devotional thought, worship music, and prayer)

### SPECIFIC JOB RESPONSIBILITIES:

- Admin: update documentation (Seed Bucks, charts, tags) and organize Seed Buck trips and weekly Seed Buck "cash in" days
- Technology: oversee and implement updates to and troubleshooting for all Activity Center devices (Apple TV, Fire TV, iPads, etc.) and also enforce privacy and internet security policies
- Teach at least one Seedster class per class round/semester (plan class schedule with Lead Special Care Facilitator)
- Kitchen: cook and prep for special events and Friday lunches/snacks, while also assisting Seedsters with various kitchen tasks
- Basic Medical:
  - o Administer medications during the Day Program and prepare all medications for Seedsters in the Group Homes
  - o Prepare Medication Authorization Records weekly for Activity Center and Group Homes
  - o Document and update medication administration records as families/doctors present changes
  - o Daily journal all information pertinent to staff regarding the well-being of each Seedster
  - o Administer basic first aid as needed
  - o Promptly communicate with families and staff regarding basic medical care
  - o Transport Seedsters to doctor's appointments and communicate diagnosis with families
  - o Supervise ill Seedsters while awaiting arrival of families for dismissal
  - o Keep all campus First Aid Kits up to date and fully stocked

- Fitness and Nutrition:
  - o Coordinate and lead classes for Seedsters, teaching healthy habits through nutrition, exercise, and hygiene
  - o Coordinate exercise programs for Seedsters
  - o Create and help to implement individual wellness plans for Seedsters
  - o Coordinate and provide weekly healthy updates with Seedsters
- Serve as backup driver for transportation services as the need arises

#### **POSITION QUALIFICATIONS:**

- Medical Background that includes dispensing medications
- Ability to perform CPR and other First-Aid procedures
- Minimum Education: Bachelor's degree or equivalent experience required
- Computer Literacy with competency in Microsoft Office and the ability to learn other programs as needed
- Experience with individuals with Intellectual/Developmental Disabilities is preferred
- Must be organized, self-motivated, "outside of the box" thinker, logistic thinker/planner, and have excellent communication skills
- Ability to remain calm under pressure, possess calm/logical and constructive conflict-resolution skills, and must be team-minded and teachable
- Ability to drive a 15-passenger van
- Energetic and creative attitude with strong client-relation skills
- Must have enthusiasm for the mission of The Mustard Seed and the willingness to fully contribute to a team-oriented, fast-paced organization
- Strong project-management and time-management skills (Day Program Instructor must have the ability to work within tight time lines and limited budgets)

*The Mustard Seed is a Christian community for adults with developmental disabilities.  
 Founded in 1981 to meet the spiritual, physical, emotional, and intellectual needs of adults with special needs,  
 The Mustard Seed provides a loving and protected environment with meaningful activities which allow the "Seedsters"  
 to fulfill the potential God has created within them.*

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