



3327 W. Industrial Loop  
Coeur d'Alene, ID 83815  
[www.teshinc.com](http://www.teshinc.com)  
(208) 765-5105

<b>JOB TITLE:</b>	<b><i>Rehabilitation Technician</i></b>
<b>DEPARTMENT:</b>	PTI & Activity Center, Adult Services
<b>RESPONSIBLE TO:</b>	Developmental Specialist
<b>SUPERVISES:</b>	none
<b>FLSA:</b>	Hourly, Non-Exempt

### **ORGANIZATIONAL CORE PURPOSE**

Offer choices and opportunities to people of all ages seeking greater independence, self-sufficiency, and participation in their community.

### **POSITION OVERVIEW**

Provide life skills training to individuals with developmental disabilities to assist them in living as independently as possible. Training provided in classroom or community setting with groups of up to 8 to 12 individuals or 1:1. Provide stimulating, age appropriate activities for the Adult Activity Center clients.

### **ESSENTIAL JOB DUTIES**

Client Interaction/Rehabilitation - Provide life skills training as defined by each client's prescribed plan or choice of activities and opportunities. Insure that all interactions with clients further the goal of promoting independence and/or providing stimulating activities to maintain and/or enhance existing skills. Comply with the staff duty schedule to ensure clients are safe during morning and afternoon breaks and at lunch time.

Class Preparation: Develop and/or enhance curriculum ideas to teach concepts to individuals or a classroom based on the nature of the class and the program plan and goals for each of the individuals. Provide training and community integration, taking into consideration the individual's choices and impact of their disability (ies) to their learning style. Plan and execute classes with innovation and creativity to maintain individual or class interest and participation.

Documentation: Diligently and accurately complete each client's program plan documentation and billing support documentation either during the class or within no more than 1 day of providing the class. Complete all record keeping as required to meet Health & Welfare billing parameters and integrity standards. Distinguish between billable and unbillable time with an eye towards maintaining 75% billable status. Complete accident/incident reports within 24 hours of any event. Complete transportation/travel logs when using Tesh vehicles. Complete and submit timesheets as per defined deadlines. Turn in all other required paperwork on timely basis as required; complete all paperwork in clear and concise manner.

### **OTHER DUTIES**

Transportation: Transport clients from Tesh to community for classes using either Tesh vehicles or personal vehicle (if no Tesh vehicles are available).

Attendance - Except for planned and approved absences, consistent attendance at work is required.

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Flexibility - Must be willing and able to adapt to schedule changes on a daily basis.

Training – Complete all required hours of training as defined by Health & Welfare and Tesh management.

Conduct - Behavior at all times must include honesty, sincerity (non-deception), integrity and reliability (promise-keeping). Adhere to Tesh core values of Choice, Dedication, Integrity, Progress, and Quality. Comply with Tesh policy and procedure as defined in the staff handbook and training, and as expected in professional working environment.

Physical Requirements – May be required to transfer clients in wheelchairs to and from vehicles and on and off of toilet; provide physical supportive restraint when necessary; bend, stoop, stand, and twist on regular basis; lift up to 50 lbs. on an occasional basis. Will stand or sit at various intervals during scheduled shift. May not be able to take a break for three hours or more.

**QUALIFICATIONS:** Graduation from standard High School or equivalent (i.e. GED). Must be able to read and write at a 12<sup>th</sup> grade level; should be able to complete rudimentary math in order to train clients and complete timesheets. Must have an interest in working with adults with a variety of disabilities; previous experience in a rehabilitation setting with adults appreciated. Must have a strong attendance record at previous employment. Must have an excellent driving record, and document current valid driver's license and proof of liability insurance. Must be able to successfully complete national criminal history background check. Must be able to work in alcohol, drug, and tobacco free environment.

**SUPERVISORY RELATIONSHIPS:** Reports to Developmental Specialist, who will complete regular formal and informal observations. Position does not supervise others.

**WORK SCHEDULE:** Standard teaching hours are 8:50 a.m. through 3:45 p.m.; work hours will include class preparation time if needed and time to complete paperwork. Hours may vary based on needs and schedule of clients served. Actual daily classroom assignments may vary. Weekly schedule may vary.

**STARTING WAGE:** \$9.00 per hour. This position is entitled to overtime compensation if over 40 hours are worked within the work week; Pre-approval is required prior to working overtime hours. Medical, Dental, and Vision insurance available to individuals who maintain average of 25 hours/week or higher; 25 to 35.99 hours includes pro-rating cost sharing; greater than 36 hours/week average results in Tesh paying 85% cost of medical insurance and 100% cost of dental and vision insurance for the employee.

*The above is general in nature and not intended to be exhaustive. TESH Inc. reserves the right to revise or change job duties and responsibilities as the need arises.*

*Equal Employment Opportunity ~ Affirmative Action ~ Drug Free*

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