



Special Abilities of North Texas is a 501(c)(3) charitable nonprofit organization that provides the highest quality care, training, and support to adults with special needs, giving them opportunities to succeed in life, family and the community.

We provide basic care needs and life skills training to citizens with disabilities such as Down syndrome, autism, cerebral palsy, Asperger's, traumatic brain injury, and other intellectual and developmental disabilities. Our clients span across Denton, Tarrant and Dallas Counties and come daily to either of our two training centers in Lewisville or Flower Mound.

Job Description

Job Title: Lead Instructor (Full-time)

Job Location: 1511 Justin Rd, Suite B, Lewisville, TX 75077

Hours: Varying shifts up to 37.5 hours per week, Monday – Friday between 7:30 a.m and 5:30 p.m. Working hours are assigned by the Program Manager.

Reports to: Lewisville Program Manager

Job Summary: Proactively supports and assists in the day to day instruction, development, training, activities, safety, care and needs of clients with developmental disabilities and other special needs. Provides instructional training in life skills. Ensures that a clean and safe environment is maintained. Follows the mission, vision, philosophies, policies and core values of Special Abilities of North Texas.

Principle Duties and Responsibilities:

- Lead Program activities, educational, vocational and recreational activities.
- Registers and processes monthly progress notes on required activity logs and maintaining weekly HCS documentation.
- Be able to work both individually and in a team.
- Performs or assist ACEs with various personal care services and activities of daily living, including but not limited to: hygiene, toileting, feeding, transfers, etc.
- Follow Special Abilities of North Texas Policies and procedures to ensure safety and development of all ACEs/staff.
- Follow organization's safety and infection control procedures.
- Attends in-service programs, client care conferences, and staff meetings as scheduled.
- Monitors and observes ACEs for individual skills development.

- Follow all Special Abilities of North Texas policies, and procedures for client privacy. Respect the dignity of all clients at all times.
- Must be able to communicate effectively and appropriately with all staff, clients, and visitors.

Physical Requirements:

- Physically able to assist clients with transfers and ambulation.
- Must be able to lift clients to move from one location to another following Special Abilities of North Texas lift procedures.

Knowledge, Skills, and Abilities:

- Must be able to communicate and deal with behaviors exhibited by clients.
- Must be able to communicate in English effectively.
- Must have a high energy level and a constant positive attitude
- Provide documentation of any certificates or licenses you may have.
- High school diploma or equivalent.
- Maintains and provides current CPR certifications.
- Must be 18 years old or older.
- Previous experience working person with intellectual and developmental disabilities required.

