



Social Vocational Instructor

Position Summary

This position is part of the Work Readiness Immersion Program which addresses barriers impacting people as they work toward gainful employment. The Social Vocational Instructor also known as the Work Readiness Immersion Instructor is responsible for providing instruction to students using existing immersion curricula in compliance with organization directives, with a focus on the abilities clients possess rather than their disabilities. Instruction modules include Self-Insight, Communication, Realistic Goal Setting, and Workforce Integration. The Instructor will cover topics such as self-esteem, follow-through, anxiety, anger management, conflict management, procrastination, listening, memory as well as other related topics. The class primarily focuses on the soft-skills necessary to help class participants to get and keep a job.

The Vocation Instructor is responsible for the following:

The job duties listed are typical examples of the work performed by the Work Readiness/Immersion Instructor, but may not be descriptions of all work performed.

- Provides individual and group instruction by means of lecture, discussion, demonstrations, sketches, explanations and/or visual aids.
- Prepares lesson plans and determines instructional methods
- Creates and maintains records of clients' attendance, progress, attitude, and accomplishments.
- Assists clients in the selection and development of employment barrier removal goals and assists in removal of barriers when possible
- Assists in clients' Individual Service Plans (ISP)
- Prepares reports and correspondence related to their work
- Oversees the progress of clients by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related program problems.
- Works in accordance with CARF for Department of Rehabilitation (DOR) Certification guidelines
- Responsible for Immersion focused meetings and notes
- Meets with client's DOR counselor when necessary
- Performs related work as assigned
- Responsible for reviewing and updating curricula as needed
- Performs outreach to promote SBI to DOR and other organizations
- Administer and correct assignments.
- Maintain progress and attendance reports.
- Proficient in Microsoft Office (Outlook, Excel, Power Point, Word) and Adobe Acrobat

Job Standards

- Bachelor degree from an accredited college or university
- California Adult Education Teaching Credential with Disability Population emphasis a plus

SBI is the only organization of its kind in the Greater Bay Area providing comprehensive rehabilitation for people with brain injuries and other cognitive disorders from post-acute through vocational training and job placement with a job coach. SBI is non-profit, CARF accredited and accepts Medicare.

Please e-mail your resume to KStrasilla@SBICares.org.

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