

JOB DESCRIPTION

JOB TITLE: Adult Instructor – Music Specialist
DEPARTMENT: Adult Services
STATUS: Non-Exempt / Part-Time
VERIFIED: October, 2011
REPORTS TO: Manager of Operations & Relationships

JOB SUMMARY:

The primary role of the Adult Instructor – Music Specialist is to engage clients in a music experience that promotes a positive, shared experience. The Adult Instructor – Music Specialist is responsible for the implementation of program activities for specific instructional areas of the curriculum.

DUTIES AND RESPONSIBILITIES – Adult Instructor:

1. Assess client performance in specific skill areas and develop / implement written goals and objectives in these areas.
2. Maintain timely, accurate and organized records of client daily progress and behavior and analyze data for performance outcomes.
3. Maintain communication with service coordinators on daily basis regarding client issues or concerns.
4. Provide ongoing in-services regarding curriculum domain to the adult program staff.
5. Coordinate supplemental activities in the adult program (i.e. guest speakers, music activities, community outings, large group activities, etc.).
6. Clean up program areas after use as needed and as assigned.
7. Assist with training of new Adult Program employees.
8. Attend staff meetings as required.
9. Participate in program change and development.
10. Attend ongoing in-service and continuing education training.
11. Prepare to assume responsibilities as assigned by the Adult Services Leadership team.
12. Adhere to the agency safety policies and procedures.
13. Be willing and able to bring caring to life.

DUTIES & RESPONSIBILITIES – Music Specialist:

1. Assist clients explore the world of sound and to create a musical language of their own.
2. Use music as a tool for clients to use in order to further develop functional living skills i.e. fine and gross motor skills, communication skills, etc.
3. Take an active role in class by playing, singing, and listening.
4. Encourage clients to participate and support them by responding musically.
5. Support the client's creative development.

EXPERIENCE AND SKILL REQUIREMENTS:

1. Bachelor or associate degree in music, recreational therapy and/or human service related field or equivalent experience.
2. Knowledge of procedures, activities, and equipment used in music therapy preferred.
3. Passion for music and knowledge of multiple instruments preferred.
4. Experience and/or training working with severely multiply handicapped adults.
5. Must have the ability to verbally communicate to the consumers in the program.