

**ALBANY AREA COMMUNITY SERVICE BOARD
JOB ANNOUNCEMENT**

Job Title: INSTRUCTOR 1 - (2 Positions) Classified _____ Unclassified <input checked="" type="checkbox"/>		Unit and Location of Position: Primus Industries Developmental Disabilities - Albany, Georgia	
Announcement Begin Date: March 10, 2010		Announcement Deadline: March 18, 2010	Telephone #: (229) 430-4433
Position Number: 00044453/00044466	Pay Grade: 08	Annual Salary Range: \$18,549.39	
GENERAL NATURE OF WORK: Under general supervision, provides direct training of basic personal and social skills, simple academic subjects or work skills in a facility, workshop or supported employment environment to consumers. Assist with basic assessments to determine functional abilities. Uses observational skills to remain aware of consumer behavior and physical conditions. May assist with meal preparation, ensure consumer participation, provide transportation, and/or limited case management. May supervise instructional and other staff.			
QUALIFICATIONS: Completion of high school or GED AND any one of the following: one year of experience providing in-home care for a developmentally disabled family member or other individual or six months of experience providing social or direct care services to groups of special needs individuals in a group home, foster home, school, developmental center or related human services setting or six months of experience directing the work activities of a group (e.g., supervising workers in a production or assembly line) or completion of three college or university level courses in any one, or any combination, of the following areas: special education, developmental disabilities, exceptional children, mental retardation; physical disabilities, visual or auditory impairment; psychology, educational psychology or psychological testing; social work, social services or sociology; counseling, rehabilitation counseling, guidance and counseling, mental health; therapeutic specialties (music, occupational, recreational, physical, speech and hearing); early childhood elementary or secondary education; vocational or industrial arts education or completion of three courses in a vocational technical school in any one, or any combination of, the following areas: child care, child development; trades and crafts (mechanics, carpentry, metal work, etc. Note: to receive appropriate credit, applicants must indicate on the application or in the Comments Section on their resume, the number of courses successfully completed in each of the areas listed above.			
OTHER DESIRED QUALIFICATIONS APPLICABLE TO THIS POSITION:			
<input checked="" type="checkbox"/> A pre-employment physical required for appointment to position. <input checked="" type="checkbox"/> A fingerprint criminal records investigation required for appointment to position. <input checked="" type="checkbox"/> Pre-employment drug testing and random alcohol/drug testing required for appointment to position. <input checked="" type="checkbox"/> Males between 18 and 26 years of age required to present proof of having registered with the Selective Services System as required by federal law or of being exempt from such registration. <input type="checkbox"/> An official transcript required from the college that granted your hours and/or degree. The transcript (Primary Source) will need to be furnished to the Human Resources Department.			
ALL RELEVANT INFORMATION IS SUBJECT TO VERIFICATION			
APPLICATION INSTRUCTIONS: Complete application in exact accordance with instructions on how to complete the work history. Describe background in full and make certain application is signed and dated by applicant. Applications must include a telephone number where the applicant can be reached during the daytime. Incomplete applications, applications with insufficient detail, or applications that are otherwise unacceptable may be returned and can result in applicants not being considered for the position.			
APPLICATIONS MUST BE SUBMITTED TO THE FOLLOWING OFFICE NO LATER THAN THE DEADLINE:			
HUMAN RESOURCES OFFICE ALBANY AREA COMMUNITY SERVICE BOARD 1120 WEST BROAD AVENUE, SUITE C-4 P.O. BOX 1988 ALBANY, GA 31702-1988 (229) 430-4433 / FAX (229) 430-1719			
AN APPLICANT WHO HAS A DISABILITY WHICH REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT HR AT (229) 430-4433			
TYPE OF RECRUITMENT: (Mark type of recruitment. More than one type may be selected.)			
<input checked="" type="checkbox"/> This announcement is open to all qualified applicants. <input type="checkbox"/> Employees currently in a classified position with permanent status would keep their classified status if selected for this position. <input checked="" type="checkbox"/> This announcement is open to all current Albany Area MH/DD/AD Services and Southwestern State Hospital employees who meet minimum qualifications for the position.			
The Albany Area Community Service Board does not refuse services or employment to anyone based on race, color, national origin, gender, disability, age, or religious or political opinions or affiliations.			
THIS POSITION IS COVERED UNDER THE GEORGIA MERIT SYSTEM OF PERSONNEL ADMINISTRATION AND MUST BE FILLED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE STATE PERSONNEL BOARD.			
THIS ANNOUNCEMENT SHOULD BE POSTED ON YOUR BULLETIN BOARD			