

**COMPANY NAME:** Dorothy Kret & Associates, Inc.

**JOB TITLE:** Instructional Specialist-Computer Instructor

**JOB DESCRIPTION:**

This position requires a person with excellent interpersonal skills and the ability to teach and train individuals with various potential learning barriers. Creativity and patience are important to develop and maintain rapport with the clients and impart the necessary information for their development of computer skills.

- Directs instructional programs for clients seeking to enter/reenter the workforce or learn basic life skills to prepare for or improve independent living.
- Develops and implements curriculum for computer skills classes emphasizing employment goals.
  - Curriculum will include development of soft skills to include, but not limited to: interpersonal relationships, communication skills, body language, conflict resolution, handling emotions, stress management, problem solving, understanding workplace culture, time management, prioritizing and scheduling etc.
  - and development of hard skills: typing, internet use, understanding computer terminology, use of various programs (Outlook, Excel, Word, PowerPoint, etc.)
- Completes comprehensive daily progress notes, time sheets and monthly reports.
- Maintains communication with Program Coordinator, Case Managers, Counselors and other support staff as allowed by HIPPA

**SALARY:** \$14.50 – \$15.50 starting wage

**APPLICATION QUALIFICATIONS:**

1. A high school diploma or GED and documentation of one year experience directly working with individuals with disabilities, preferably involved in the provision of vocational rehabilitation services.
2. Teaching and/or training experience.
3. Ability to complete accurate and comprehensive case notes documenting clients' progress.
4. Ability to work effectively with people with various disabilities and capabilities.
5. Knowledge of job search skills, job development, Vocational Rehabilitation services and requirements is helpful.
6. Must be able to pass a drug screen prior to employment.
7. Ability to pass a background security check.

**HOW TO APPLY:**

Email your resume to [bseery@dkajobs.com](mailto:bseery@dkajobs.com)

2797 E Ajo Way, Tucson, AZ 85713

[BusinessServices@pima.gov](mailto:BusinessServices@pima.gov)

Equal Opportunity Employment/Program:

Auxiliary aids and services are available upon request to individuals with disabilities