

204 Mississippi Avenue
 Red Wing, MN 55066
 651-388-7108
 Fax: 651-388-9223

ProAct, Inc.
 3195 Neil Armstrong Blvd
 Eagan, MN 55121
 651-686-0405 Fax: 651-686-0312

224 Main Street
 Zumbrota, MN 55992
 507-732-7888
 Fax: 507-732-4085

Job Posting

Position Site/location	Direct Service Professional– Life Skills Instructor Eagan – DT&H
Requirements:	<ul style="list-style-type: none"> *High School diploma or general education degree (GED) with further training in health/rehabilitation or production preferred. Six months related experience and/or training; or equivalent combination of education and experience. *Must possess excellent written and oral communication skills. *Must be CPR and 1st Aid Certified. *Must pass DHS background study. *Must possess valid class B driver’s license with acceptable driving record; must be insurable at non-risk rates. *Must be able to lift and/or move up to 50 lbs. *May be required to pass DOT Physical; drug and alcohol testing. *Must have personal automobile and be willing to drive for company business.
Job Description:	Plans and prepares class curriculum/lesson plans. Teaches classes on a daily basis. Assists with behavior management plans. Completes all record keeping in a timely and accurate manner, including but not limited to consumer time cards, case notes, behavior observation charts, seizure logs, daily logbook, and accident/injury reports. Assists with consumer’s personal care needs including but not limited to toileting, feeding, food preparation/set-up, break room supervision, dressing and washing. Provides daily coverage for bus duty and lunch duty.
Hours:	8:00 a.m.– 4:00 p.m. Monday – Friday
Pay Scale:	\$13.00/hour - \$15.00/hour
Benefits:	PTO Medical/Dental/Life/LTD 401(k) Plan