

JOB DESCRIPTION

Job Title: Training Specialist

Date of this Description: September 4, 2008

Job Summary: Training Specialists work directly with a group of up to four consumers, to integrate them into the community and enhance their quality of life as they are valued members of society.

ESSENTIAL FUNCTIONS of the Job (listed in order of importance):

1. Implement and coordinate meaningful community integration activities accessing various community services, 45%-60% of time spent in program, including but not limited to: swimming, going to the movies, volunteering, etc.
2. Provide supervision to consumers including providing transportation, meal preparation and person care and lifting as needed.
3. Implementation and documentation of success with action plans.
4. Maintain daily notes and documentation of goals, assessment information and monthly reports.
5. Assist in consumer advocacy efforts/disabilities education in the community.
6. Maintain positive, effective communication/rapport with consumers and stakeholders, including, but not limited to: greeting individuals and caregivers, communicating days events to caregivers, etc.

MARGINAL JOB FUNCTIONS:

1. Maintain certification in CPR, First Aid, Level I Medication Administration, NCI, Abuse/Neglect Prevention, Positive Behavior Support, HIPAA, Bloodborne Pathogens and any others required by the agency or supervisors. College of Direct Support courses are strongly encouraged.
2. Maintain a safe and orderly work environment.
3. Regular attendance and punctuality.
4. Other duties as assigned.

SKILLS REQUIRED TO PERFORM THE DUTIES OF THE JOB:

1. Documented experience and training working with individuals with disabilities.
2. Adequate literacy skills (ability to read and document thoroughly.) Ability to communicate effectively.

EDUCATIONAL REQUIREMENTS NEEDED TO PERFORM THE DUTIES OF THE JOB:

1. High School Diploma or GED equivalent (or in the process of completing)
2. 18 years of age

WEIGHT LIFTING (OR OTHER PHYSICAL) REQUIREMENTS TO PERFORM THE DUTIES OF THE JOB:

1. Ability to stand most of the 6 hour shift, engaging consumers.
2. Ability to lift consumers as necessary for repositioning/changing/toileting

LICENSING OR OTHER SPECIAL CERTIFICATIONS REQUIRED:

1. Chauffeur's license (Class E) and proof of car insurance
2. Successful completion of criminal history background check, drug screen, and physical.

Job Description Approved by: _____

Signature/Title: _____ Date: _____

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