

JOB DESCRIPTION

Department:	Passage Department
Position:	Adaptive Skills Trainer
Responsible to:	Department Supervisor
Position Description:	Adaptive Skills Trainer provides support and training to adults with behavioral challenges.

Duties & Responsibilities

A. Support and Training to Participants

1. Provide transportation to participants as necessary to achieve participant goals.
2. Support and train participants according to their individual needs in all areas of personal development.
3. Promote the development of participant self-esteem and problem-solving abilities by acting as a helper using the self-advocacy model.
4. Support and train participant in communication skills development.
5. Intervene in crisis situations by assessing the emergency, prioritizing the needs of the participant and acting in a way that respects the dignity of the participant.
6. Provide training according to the “Person Centered Plan.”
7. Train participants to use available community resources to meet their individual interests and needs.
8. Implement “Behavior Support Plans” as written by Behavioral Consultant.
9. Timely recording of participant progress notes, I.D. notes, incident reports, yearly Individual Service Plans, and semi-annual reviews.
10. Timely coordination of participant Individual Service Plan (ISP).
11. Provide ongoing communication about participant progress to participants, their families, residential providers, Regional Center case managers, and significant others.
12. Attend all meetings as required by Department Supervisor.

13. Other duties as requested by Department Supervisor.

B. Job Site Training and Support

1. Provide daily transportation to participant jobsites.
2. Use task analysis to help participants achieve jobsite goals.
3. Provide daily, weekly, monthly and other reporting in a timely manner using electronic services like email, word processing, etc.
4. Provide ongoing assistance and training to participants at volunteer and paid jobsites.

C. Community Relations

1. Educate the general public about the talents and abilities of people with developmental challenges.
2. Network as needed with participant support systems.

D. Professional Training and Development

1. Attend CPR classes and other First Aid Seminars as required by agency.
2. Attend scheduled agency in-service departments.
3. Attend agency staff retreats.
4. Attend scheduled community trainings as requested by Department Supervisor.

E. Desired Personality Traits for Adaptive Skills Trainer Applicants

1. Flexibility to tolerate an environment that changes often as a result of changing participant needs.
2. Ability to creatively think of ways that participants can find success from their efforts.
3. Commitment to respect the participants.
4. Ability to physically assist participants with daily needs.
5. Ability to be organized and systematic in doing several different tasks in a relatively short period of time.
6. Ability to be a creative problem solver.

7. Ability to be a self starter.
8. Demonstration of a good sense of humor.
9. Knowledge of how to use computers to word process reports and use of email.
10. Ability to work independently and desire to be a supportive team member with other department staff.

F. Applicant Requirements

1. A.A. degree or a minimum of two years previous job experience in human services requested.
2. Physically able to assist participants with daily living skills.
3. Proficient verbal and written communication skills.
4. Possession of a valid driver's license, proof of current insurance, and a clean DMV required.
5. Possession of a reliable car.
6. Possession of or availability to computer and electronic services for telecommuting purposes of job (specifically for reporting by email and/or word processing).
7. Possession of internet access to transmit telecommuting reports.
8. All applicants must be free from substance abuse.

*****Final hiring decisions must be approved by the State Licensing Department.**

I have read and understand this job description and its expectations and duties:

Printed Name

Signature

Date