

JOB DESCRIPTION

Department:	Community Volunteerism Department
Position:	Community Skills Trainer
Responsible to:	Department Director
Position Description:	Community Skills Trainer provides support and training to participants with developmental disabilities.

Duties & Responsibilities

A. Support and Training to Participants

1. Use assessment tools to determine individual participant needs.
2. Support and train participants according to their individual needs in the areas of eating, toileting, and personal grooming.
 - a. This training may require physical assistance to participants.
3. Promote the development of participant self-esteem and problem-solving abilities by encouraging participant self-advocacy.
4. Intervene in crisis situations by assessing the emergency and prioritizing participant needs.
5. Train participants in pedestrian safety.
6. Train participants in the use of public transportation.
7. Train participant in work, recreation and leisure activities.
8. Timely recording of participant progress notes, I.D. notes, incident reports, etc.
9. Timely coordination of yearly Individual Service Plans.
10. Provide ongoing communication about participant progress to participants, their families, residential providers, Regional Center case managers, and significant others.
11. Complete weekly audit of each participant's personal supplies.
12. Other duties as requested by Department Director.

B. Job Site Training and Support

1. Provide daily transportation to participant job sites.
2. Train participants in the use of public transportation to and from job sites.
3. Act as a job coach and trainer for participants at the job placement.
4. Use task analysis to achieve job site goals relevant to the workplace.
5. Teach participants personal hygiene skills.

C. Community Relations

1. Educate the general public about the talents and abilities of people with behavioral 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 Director.

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 with whom you work.
4. Willingness to physically assist participants with daily needs when necessary.
5. Ability to be organized and systematic in doing several different tasks in a relatively short period of time.
6. Ability to work in a non-supervised environment when necessary.
7. Ability to communicate clearly in writing.

8. Ability to act calmly in an emergency situation.
9. Demonstration of a sense of humor.
10. Desire to be a supportive team member with other department staff.

F. Applicant Requirements

1. Some college preferred. High school diploma or equivalent necessary.
2. One or more years previous job experience, preferably in human services field, preferred.
3. Physically able to assist participants with daily living skills, pedestrian safety skills, and use of public transportation.
4. Effective verbal and written communication skills.
5. Possession of a valid driver's license, proof of current insurance, and a clean DMV required.
6. Possession of a reliable car.
7. 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