

Pre-Employment Training Program Division Trainer/Instructor

Title: Trainer/Instructor

Reports to: Pre-Employment Manager

Status: Hourly

The instructor position provides direct supervision and training to adults with developmental disabilities. This supervision and training will vary in degree of intensity based on the needs of the individuals. The job responsibilities also include protecting and affirming the rights of individuals while assisting them to achieve greater independence by creating an environment responsive to their needs.

DUTIES AND RESPONSIBILITIES:

Each direct care staff must be able to independently implement all aspects of each individual program plan as well as individually operate and complete all household duties. Other duties may be assigned.

- Implement program curricula.
- Supervise assigned consumer(s) at all times.
- Directly deliver individual and group learning experiences to assist each client served in obtaining his/her IPP objective(s) for which the program is responsible.
- Document the progress of each individual and the activities performed on an ongoing basis.
- Must pass competency-based training in the areas of Direct Support Professional Training, behavior intervention and other areas of in-service training.
- Ensure the safety of clients at all times.
- Attend mandatory staff meetings.
- Complete Special Incident Reports and Observation Reports as needed.
- Submit paperwork on time.
- Check e-mails and in-boxes regularly.
- Provide additional assistance to clients as needed.
- Report any client or staff incidents.
- Be professional toward staff members, clients and visitors at all times.
- Obey consumer's rights.
- Assist in maintaining the cleanliness and orderliness of the facility and vehicles.
- Implement behavior intervention techniques as written in the crisis intervention procedures.
- Must be able to obtain required licenses, permits to operate company vehicles.
- Must be capable of transferring individuals safely in and out of the vehicles.
- Must be capable of operating and maintaining the company vehicles in a safe manner.
- Other duties assigned by leadership, special projects, etc.

The Trainer will possess the following minimum qualifications:

Education and Experience required in job description

The ability to obtain a Class B driver license

Six months of related experience

First aid and CPR certification within 30 days of hire

PART or CPI certification

High School Diploma (some college preferred)

Fingerprint Clearance