ARC SOUTH SHORE

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title**: Skills Trainer | **Effective date: 9/28/21** |
| **Department: Autism Resource Center** | **Reviewed: Revised:** |
| **Responsible to**: Janine Birmingham | **Job Classification**: |
| **Supervisory Responsibilities**: n/a | **Job Code:** |

**Basic Qualifications**: *To perform this job successfully, an individual must be able to*

*perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*.

**Education/Experience/Training:** Mandatory experience with individuals on the Autism Spectrum and extensive behavioral experience required. Minimum Education Required High School Diploma/GED. Bachelors degree preferred.

**Skills:**

**Language:** Demonstrated ability to read and interpret documents such as safety rules, policies and procedures manuals. Demonstrated ability to compose routine reports and correspondence. Ability to communicate effectively with internal and external consumers and agency employees.

**Reasoning Ability**: Ability to apply commonsense understanding to carry out

instructions furnished in written, oral or diagram form. Ability to problem solve commonplace situations in a reasonable and commonsense manner.

**Computer and software applications:** Basic computer knowledge and internet skills.

**Time Management:** Ability to organize work and utilize time effectively

**Certificates, Licenses, Registrations:** CPR & First Aid certification and valid driver's license and satisfactory driving record required.

**Other:** Acceptable inquiry responses as required for: criminal offender record (CORI), Sexual Offender Record (SORI), finger print, and Driving History

**General Description of Position Responsibilities**: The Skills Trainer works in a 1:1 setting assisting an individual with developmental disabilities in participating in normative home and community-based activities. The goal of the skills trainer is to work with the individual to increase their daily, independent, and community living skills. This may include, respite care, personal hygiene tasks, meal preparation, chores, leisure skills, learning to use the library, making a purchase at a store, or participating in a community group activity such as swimming or fitness trainer.

**Standard Requirements (Required for ALL POSITIONS):**

1. Supports the Mission, Values and Vision of The Arc of the South Shore and the job program
2. Ensures the confidentiality and integrity of all Arc business, consumer, and employee information and records
3. Is knowledgeable of and promotes individuals’ human and civil rights and ensures an atmosphere which allows for the self-advocacy, privacy, dignity and well-being of all consumers in a safe and secure environment.
4. Is knowledgeable about procedures for keeping people free from abuse or neglect and procedures for reporting abuse.
5. Supports, cooperates with, and implements specific procedures and programs for:
   1. safety, including universal precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, reporting and/or correcting unsafe working conditions, equipment repair and maintenance needs.
   2. confidentiality of all data, including consumer, employee and operations data.
   3. quality assurance and compliance with all regulatory requirements
   4. compliance with current law and policy to provide a work environment free from violence, sexual or other harassment and all illegal and discriminatory behavior
   5. supporting consumer overall healthy lifestyle choices including choices in personal behaviors, nutrition and exercise
6. Supports and participates in common teamwork:
   1. cooperates and works together with all co-workers to plan and complete job duties with minimal supervisory direction, including appropriate judgment.
   2. uses professional, therapeutic, tactful, appropriate communications in sensitive and emotional situations.
   3. follows up as appropriate and following reporting protocols, with supervisor, co-workers or consumers regarding reported complaints, problems and concerns.
   4. promotes positive public relations with consumers, family members and visitors.
   5. completes requirements for in-service training, demonstrates acceptable attendance and punctuality, and other work duties as assigned.

**Essential Duties And Responsibilities**:

Provide support to the individual to organize their home, life and time.

* Provide support to the individual by accompanying him/her to appointments
* Assist family by providing in-home respite care.
* Connect and provide the individual with/to social, recreational and leisure activities in the home and community.
* Provide ongoing monitoring to ensure stability in the home and community.
* Produce and submit all required reports and documentation in a timely manner.
* Facilitate and reinforce limits and boundaries with individuals.
* Ability to communicate effectively both verbally and in writing and ability to use good judgment.
* Must have excellent interpersonal skills and ability to work as part of a team.
* Must hold a valid drivers' license. Must have access to an operational and insured vehicle and be willing to use it to transport clients.
* *Other duties may be assigned. Employees must be able to perform the essential functions of the job with or without reasonable accommodation*.

**Other Duties and Responsibilities (Required for ALL POSITIONS)**:

1. Establish and maintain professional relationships with community contacts, co- workers and supervisors, funding sources, etc.
2. Attend and participate in staff meetings, trainings and development
3. Complete and maintain current trainings/certifications required for position/location.
4. Actively participate on work teams to solve problems, share ideas and plan for change
5. Perform tasks which are supportive in nature to the essential functions of the job, but which may be altered or redesigned depending upon individual circumstances.
6. All other job-related duties as assigned

**Job Location:**  As assigned.

**Equipment/machines used in the performance of this job:** The incumbent must maintain skills necessary to safely and efficiently operate the following equipment and machines used in the performance of this job:

1. Telephone, cell phone
2. Computer, email and associated software skills

**Physical Demands/Work Environment:** Physical Requirements: Ability to lift up to 50 lbs.; ability to kneel, bend and carry items; ability to physically assist individuals according to their needs; ability to sustain periods of walking, standing, and sitting; ability to see, speak and hear; ability to perform Safety Care Training. *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, use computers, and reach with hands and arms. The employee is regularly required to talk, hear, stand, walk, and sit. The employee frequently lifts, carries, and/or moves up to 10 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

While performing duties for this position, the employee travels by using their own personal vehicle and is exposed to changing weather conditions. The employee must have the ability to safely travel to and from the client home. In addition, the employee will be required to drive for meetings and/or visits to client homes or facilities. The employee will be required to work in and safely navigate varied facility/residential/home environments which may include interior and/or exterior stairs or elevators. While at the client’s home, the employee may be required to sit, stand, lift and carry files, laptop or associated equipment, listen attentively, talk, write/record, explain and gather information. Since client homes are private residences, the employee may be exposed to pets, family members, smoking, cooking or other fragrances.

The noise level in the work environment is usually moderate, occasionally loud.

Moderate levels of stress may occur.

**Arc South Shore operates smoke-free facilities.**

***General Information***

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description is subject to change by the employer as the needs of the employer and requirements of the job change.

This description is intended to describe the essential job functions, the general supplemental functions and the overall requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

**Receipt and Acknowledgement (ALL POSITIONS)**

I acknowledge and understand that:

* Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
* The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform my supervisor at any time I am unable to perform these functions.
* Job duties, tasks, work hours, work location and work requirements may be changed at any time.
* Acceptable job performance includes completion of the job responsibilities as well as compliance with agency, program and regulatory policies, procedures, rules and regulations.
* I have read, understand and received a copy of this job description.

Print Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_