

Thrive Upstate

Job Title:	Vocational Trainer	Department:	Contract Services
Reports To:	Program Manager	Location:	Various
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Status:	<input checked="" type="checkbox"/> FT <input type="checkbox"/> PT
Revision Date:	10.06.16	Wage Classification	

Position Summary

This position is responsible for training and directing individuals with tasks in the workshop. The Workshop Developmental Specialist should be able to properly train, delegate and enhance work activities for individuals with the ultimate goal of helping them build skills for self-sufficiency.

Position Responsibilities- Essential

- Provide direction and training to individuals who come in each day for work assignments
- Develop nurturing relationships with the individuals who come in for a daily work
- Monitor to ensure all work is being completed correctly
- Track and monitor how much work is completed by each individual
- Meet training objectives for each individual, which may need to be completed separately from actual work activities
- Observe individuals for safety and ensure each worker stays in designated working space
- With assistance of other staff maintain a clean and safe working environment for all
- Observe individuals for abnormal changes in behavior or dangerous behavior
- Document behavior that is abnormal in Behavior Incident Reports (BRI)
- Manage difficult behavior from individuals in step with their recommended Behavior Support Plan (BSP)
- Document all necessary information such as witnessing accidents, signing residents in and out, filling in weekly programming sheets, and maintaining personal belongings as necessary
- May need to assist with personal hygiene of individuals at times
- Assist individuals with snacks and lunch at meal times
- Remove and cleanup workstations after work is completed and individuals have left for the day
- May need to drive van/mini-bus to pick up individuals and drop them off before and after work

Position Responsibilities- Non-Essential/Other

- Other duties as assigned

Essential Skills and Experience

- High School diploma or GED equivalent
- Must have a passion for working with individuals with Developmental Disabilities
- Strong written and verbal communication
- Should be able to exhibit high levels of patience and compassion
- Must be able to multi-task
- Must be able to comply with heavy documentation standards and policies
- Must have a valid Driver's License and clean driving record

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Beneficial Skills and Experience

- Ability to be constantly aware and listen to surroundings
- Previous experience in disabilities care or child care or elderly care a plus
- First Aid Certified a plus
- CPR Certified a plus

Mental & Physical Demands- ADA Guidelines

<i>Physical Demands</i>	<i>C</i>	<i>F</i>	<i>O</i>	<i>N/A</i>	<i>Lifting Requirements</i>	<i>C</i>	<i>F</i>	<i>O</i>	<i>N/A</i>
Stand	X				10 pounds or less	X			
Walk	X				11 to 20 pounds		X		
Sit	X				21 to 50 pounds		X		
<i>Physical Demands</i>	<i>C</i>	<i>F</i>	<i>O</i>	<i>N/A</i>	<i>Lifting Requirements</i>	<i>C</i>	<i>F</i>	<i>O</i>	<i>N/A</i>
Handling	X				51 to 100 pounds			X	
					> than 100 pounds			X	
Reach Outward		X			<i>Pushing & Pulling Requirements</i>	<i>C</i>	<i>F</i>	<i>O</i>	<i>N/A</i>
Reach Above Shoulder		X			12 pounds or less	X			
Climb			X		13 to 25 pounds		X		
Crawl			X		26 to 40 pounds		X		
Squat or Kneel		X			41 to 100 pounds			X	
Bend		X			> than 100 pounds			X	
Other:					Other:				

Definitions

C	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)
F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
N/A	Not Applicable	Activity is not applicable to this occupation

Thrive Upstate is an Equal Opportunity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected Veteran status.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

<i>Employee Name Printed</i>	<i>Employee Signature</i>	<i>Date Signed</i>
<i>Manager/Supervisor Name Printed</i>	<i>Manager/Supervisor Signature</i>	<i>Date Signed</i>

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