

Vocational Trainer

POSITION SUMMARY

This position is responsible for training and directing individuals with tasks in the workshop. The Vocational Trainer 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:

- Ability to work assigned schedule. Monday - Friday 8:30 AM to 4:00 PM (times vary)
- 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
- Will 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
- Will need to drive van/mini-bus to pick up individuals and drop them off before and after work
- Other duties as assigned

EDUCATION / EXPERIENCE / SKILLS:

- **High School diploma or GED equivalent**
- **Must have a valid Driver's License and clean driving record**
- 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 demonstrate leadership skills
- 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

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