

HOPE SERVICES

Job Description

5/07 rev.

Position: Life Skills Trainer

Classification: Non-Exempt

Salary Grade: 6

Status: Bargaining Unit

Purpose:

Provides individualized service to HOPE clients to assess and remediate barriers, which inhibit successful integration into the community. May also provide travel and or in-home training and intervention as assigned for HOPE clients place in community employment settings. Work closely with clients and families to determine training goals and ongoing success.

Principle Responsibilities:

The following responsibilities represent the essential functions of the position. An employee in this classification is responsible for carrying out the following functions:

1. Provides 1:1 assessment, training and follow up in the consumer's home and community as identified in their ISP (Individual Service Plan).
2. Provides travel destination training for clients.
3. Assure compliance with safety and confidentiality standards.
4. Acts as a program monitor for assigned clients. Complete required forms and accountability documentation, incident reports, case recordings, termination, client attendance, billing, floor files, and other required documentation.
5. Assess and document client progress, performs quality control.
6. Maintains all assigned client case records. Participates in case reviews and goal planning. Schedule transportation, prepare required documentation, reporting.
7. Responsible for maintaining a professional relationship with consumers, parents, care providers, co-workers and appropriate others. Represents HOPE in the community.
8. Acts as advocate on behalf of clients served, providing intervention and consultation as needed.
9. Acts as a mandated abuse reporter.
10. Perform other duties, as assigned, to assure efficiency of program services.

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Minimum Qualifications:

High School diploma, G.E.D. or equivalent, plus one year of related experience working with people with disabilities in a rehabilitation environment. Completion and clearance of fingerprints for DOJ criminal background check, TB test, physician's report, and First Aid and CPR certification required.

Reports To: Program Coordinator or Site Manager

Supervisory Responsibility none

Required Knowledge, Skills and Abilities

1. Interest and ability to understand and relate with adults who have developmental/ multiple disabilities.
2. Ability to relate in a positive and constructive manner with clients, their families, the community and staff members.
3. Ability to accept supervision and work cooperatively as a team member with all Supported Living/Mobility and other Agency personnel.
4. Ability to observe, evaluate, document and communicate verbally and in writing, client performance and social behavior.
5. Knowledge and understanding of physical and mental disabilities, alternative communication systems and assistive technology.
6. Utilization of critical thinking skills in decision making situations, good organizational and record keeping skills.
7. Maintain valid CPR and First Aid certification.
8. Knowledge and commitment to the principles and concepts of normalization and a commitment to enhance community integration of adults with developmental disabilities
9. Flexible, positive and cooperative approach to scheduling and task prioritization in a consumer-driven environment.

Physical & Environmental Conditions

Extensive amount of time traveling in the local community, standing and walking. Exposure to dust, noise, pollens and various weather conditions; writing and computer work; use of variety of alternative transportation modes.