

**JOB DESCRIPTION**

**Department:** Employment Services Program, Volunteerism Division

**Position:** Vocational Skills Trainer

**Responsible to**: Department Supervisor

**Position Description**: Vocational Skills Trainer provides support and job training to participants with developmental disabilities.

**Duties & Responsibilities**

1. **Support and Training to Participants**
2. Provide transportation for 1 to 3 participants as necessary to achieve participant goals.

2. Support and train participants according to their individual needs in all areas of personal development.

1. Promote the development of participant self-esteem and problem-solving abilities by encouraging participant self-advocacy.
2. Support and train participant in communication skills development.
3. Intervene in crisis situations by assessing the emergency, prioritizing the needs of the participant and acting in a way that respects the dignity of the participant.
4. Provide training according to the “Person Centered Plan.”
5. Train participants to use available community resources to meet their individual interests and needs.

1. Timely recording of participant Weekly Goal Reports, I.D. notes, incident reports, yearly Individual Service Plans, semi-annual reviews, mileage, attendance and timesheets.
2. During the ISP, provide communication about participant progress to participants, their families, residential providers, Regional Center case managers, and significant others.
3. Participate in all meetings as required by Department Supervisor.
4. Other duties as requested by Department Supervisor and/or Director of Programs.

**B. Job Site Training and Support**

1. Provide daily transportation to participant job sites.
2. Train participants in the use of public transportation to and from job sites.
3. Provide ongoing assistance and training to participants at volunteer and paid jobsites
4. Act as a job coach and trainer for participants at the job placement.
5. Use job analysis, task analysis and systematic instruction to achieve job site goals relevant to the workplace.
6. Provide daily, weekly, and other reporting in a timely manner to Supervisor as needed or new jobs developed.
7. **Community Relations**

1. Educate the general public about the talents and abilities of people with developmental disabilities.

1. Network as needed with participant support systems; inform supervisor when networking is done.
2. **Professional Training and Development**
3. Attend CPR classes and other First Aid Seminars as required by agency.
4. Attend scheduled agency in-service departments.

3. Attend agency staff retreats.

1. Attend scheduled community trainings as requested by Department Supervisor and/or Director of Programs.
2. **Desired Personality Traits for Vocational Skills Trainer Applicants**
3. Flexibility to tolerate an environment that changes often as a result of changing participant needs.
4. Ability to creatively think of ways that participants can find success from their efforts.
5. Commitment to respect the participants with whom you work.
6. Willingness to physically assist participants with daily needs when necessary.
7. Ability to be organized and systematic in doing several different tasks in a relatively short period of time.
8. Ability to work in a non-supervised environment.
9. Ability to communicate clearly in writing.
10. Ability to use email, use word processing, and learn other computer applications as needed.
11. Ability to act calmly in an emergency situation.
12. Demonstration of a sense of humor.
13. Desire to be a supportive team member with other department staff.
14. **Applicant Requirements**
15. High school diploma or equivalent necessary. Some college preferred.
16. One or more year’s previous job experience in human services or similar field preferred.
17. Physically able to assist participants with daily living skills, pedestrian safety skills, use of public transportation.
18. Effective verbal and written communication skills.
19. Possession of a valid driver’s license, proof of current insurance, and a clean DMV required.
20. Possession of a reliable car seating three participants and driver.
21. All applicants must be free from substance abuse.

**I have read and understand this job description and its expectations and duties:**

**Printed Name Signature Date**