

WACOSA JOB DESCRIPTION

POSITION: Training Specialist and Program Sub

STATUS: Non-Exempt

SUPERVISOR: Site Coordinator or Team Leader

SUMMARY: Responsible to develop skills of consumers so that they can live and work in the community at their greatest potential.

QUALIFICATIONS:

- High School Diploma/GED required
- People skills, patience, organization, ability to convey information/ ideas so others can understand, and the ability to maintain confidentiality are a must
- Knowledge of word processing, data entry, and accessing the Internet
- Must be 20 years of age or older, possess a valid MN Driver's License and insurable driving record; driving is required for this position
- Must be willing to submit to a Health Card Physical, Motor Vehicle Check, Criminal Background Check, and Drug Screen (post offer)
- Must be able to lift up to 40 lbs. and assist with adult lifts and transfers
- Experience working with disabled or special needs groups preferred
- **Physical Requirements:** Must be able to meet the physical demands of all job tasks including, but not limited to, the ability to lift and carry 40 pounds along with intermittent bending/twisting/reaching. Travel regionally as needed. Must be able to carry out implementation of physical interventions and perform lifts and transfers routinely.

ESSENTIAL FUNCTIONS:

Consumer Training and Supervision

1. Use continuous training concepts to increase consumers' ability to be successful in a variety of social and vocational settings.
2. Support consumers' behavior needs by assisting in development and follow through of adaptive behavior programs, protocols, and de-escalation procedures, while adhering to WACOSA's guiding principles.
3. Supervise consumers based on their individual needs and provide supports identified in the consumers' Risk Management Plans. (You must read and understand the RMP before working with consumers.)
4. Use appropriate, creative, stimulating and varied scheduled curriculum activities, providing consumers with functional training outcomes at all times as approved by CC and/or Supervisor.
5. Carry out respectful assistance with personal care needs for consumers, including bathroom support, mealtime assistance, positioning, and administering medications and medical needs based on each consumer's protocol and Risk Management Plan.
6. Interact and communicate with and about consumers in a respectful manner, sharing your specific and accurate consumer information with your teammates as needed to carry out our mission.
7. Provide consumers with as much choice and control of their day as possible, ensuring equal opportunities and services are provided to all consumers.
8. Complete all consumer programs and related data collection consistently and accurately according to the consumer's Program Plan and methodology, maintaining a computer proficiency of 30 words/minute, accessing data files, creating, modifying, printing, and saving documents, and accessing internet resources.
9. Act as a participatory member of the IDT (Interdisciplinary Team) to advocate for consumers by attending team meetings, implementing program goals and complete all related reporting procedures.
 - a. Provide interaction with consumers and mentoring that results in increased:
 - b. Independence in all areas of their day
 - c. Healthy social interactions
 - d. Self regulated behaviors
 - e. Opportunities to use skills in decision making
 - f. Work opportunities and productivity

g. Opportunities for consumer Self Advocacy

Community and In-House Contract Related Duties

1. Run and supervise community and in-house contracts assigned to you according to customer's specifications and contract agreement.
2. Continuously train consumers on all their job tasks, assuring jobs are completed to the quality standards of the customer.
3. Handle contract supplies and equipment according to safety standards and maintenance procedures.
4. Be responsible for all aspects of contract inventory and handling of rejected materials.
5. Accurately complete all data as required for consumer payroll (electronically or paper), receiving and shipping, customer billing, inventory requests and all other contract related data.
6. Set up and take down workstations at the beginning and end of your shift, ensuring areas are left clean and ready for the next shift or next day.
7. Be responsible for subbing positions as assigned and/or cross train your teammate on any community or in-house work contract.

WACOSA Team Member Responsibilities

1. Work as an active and participatory member of the WACOSA team, supporting fellow team members and taking ownership and responsibilities for PROGRAM WIDE needs and tasks.
2. Support positive team morale by maintaining own composure, having a cooperative attitude, keeping emotions in check, and in handling of disagreements or concerns with your team mates, even in very difficult situations.
3. Maintain positive and open communication with co-workers, supervisors, external customers and vendors, interdisciplinary team members (IDT), and all others you are in contact with as affiliates of WACOSA customers and consumers.
4. Be familiar with and follow all WACOSA policies, procedures and your team's expectations.
5. Be punctual, clock in and out according to your assigned daily schedule, and use Paid Time Off (PTO) according to established guidelines. Regular and predictable attendance is an essential function of the job.
6. While maintaining a safe driving record, provide transportation to consumers according to transportation policy, practices and assignment.
7. Complete all assigned training sessions by attending in-services, training classes and all other training opportunities within allowed deadlines.
8. Maintain clean and safe work areas and complete other assigned tasks as needed, including but not limited to laundry needs, dish washing, janitorial cleaning needs, or maintaining any work contract area.
9. Adheres to safety policy practices and rules
10. Staff will stay in compliance with all certifications, licenses, and accreditations for areas assigned.

My signature below merely acknowledges receipt of this position description. I agree that this position description does not create an employment contract and does not waive the employment-at-will relationship. I acknowledge this description is only a summary or outline of the duties at this time and does not include all the direct and indirect duties that the entire job may entail or the services required. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. Furthermore, I acknowledge that the duties and responsibilities will vary with the needs of the organization, and that I am responsible for the acceptable performance of all the duties and responsibilities, whether assigned, implied, written, unwritten or would be assumed by a responsible person in this position. I also acknowledge that I must continue to meet all the qualifications of the position, stated or unstated, including but not limited to the education, experience, skill, physical, mental and emotional intelligence requirements, necessary to successfully perform all the duties and responsibilities of the position, written or unwritten.

Employee Signature

Date

Printed Name