The Arc of Jackson County

Job Description

TITLE: TRAINING SPECIALIST/DIRECT CARE STAFF

Function of Job: To aid in developing and implementing programming for adults with developmental disabilities. All employees of the Arc of Jackson County must have a fundamental belief in the inclusiveness in all community settings for individuals with intellectual or developmental disabilities.

Primary Job Functions:

1. Assists in obtaining integrated community opportunities and strongly promotes this as a method of ensuring that people take an active role in their communities.
2. Serves as a leader for community based training in small groups participating in inclusive activities.
3. Trains individuals in Rights and Responsibilities, due process, abuse neglect mistreatment, guardianship, grievance policy, etc.
4. Participates in decision making process to identify and implement training strategies, strengths and needs of the individuals.
5. Plans and coordinates training and other program activities of individuals served in area to which assigned; prepares schedule of activities two weeks in advance of each program day.
6. Instructs and trains individuals and/or groups, as assigned by the Program Coordinator, QDDP.
7. Works closely with Program Coordinator, or designee, in evaluating the progress on each individual
8. Completes monthly data collection forms for each individual assigned.
9. Informs the Administrator and/or Program Coordinator of any accident or unusual occurrence affecting the individual’s emotional or physical well-being.
10. Assists in lifting, carrying individuals, when necessary
11. Assisting with dining skills/feeding and toileting needs.
12. Sees that materials and supplies are prepared for activities before training period.
13. Completes behavioral reports, as needed.
14. Provides input to the Individual Support Plan/Person Centered Program Plan.
15. Assists in maintaining clean/neat/safe area to which assigned.
16. Performs other duties as assigned by the Administrator and Program Coordinator or designee.

Essential Job Functions:

1. Protects the privacy of individuals and the confidentiality of information unless disclosure of services is for professional purposes or is required by law.
2. Avoids action that could result in conflicts of interest
3. Ability to function in a flexible, ever-changing environment
4. Ability to work with a minimal of supervision
5. Ability to accommodate a flexible work schedule. Days and times will be assigned based on program and individual’s needs. This may include working some evenings, weekends or holidays.
6. Attends appropriate in-service training sessions.
7. Attends Individual Support Plan meetings when requested.
8. Informs Program Coordinator, or designated individual, of absence. That person makes contact with family, upon request, after three absences without notice and continues to follow-up until individual returns.

Incidental Job Functions:

1. Participates in professional growth activities such as conferences, in-services, etc.
2. Shows enthusiasm and exhibits an overall positive attitude
3. Utilizes sound judgment and decision-making skills
4. Report regularly to supervisor on individual program participant’s status.
5. Complete and submit all required reporting forms, including hours worked, in a timely manner.
6. Adhere to agency policies and procedures
7. Performs other job related duties as assigned by supervisor for the purpose of ensuring the efficient and effective functioning of the agency
8. Demonstrates daily work assignment responsibilities: is accountable for all hours as assigned, is punctual and regular in attendance and attends appropriate training activities.
9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervised by: Administrator, Program Coordinator

Supervisory Authority: All individuals receiving support at the Arc of Jackson County

Minimum Qualifications: Must be at least 21 years of age; degree in related field preferred, but not required; experience working with individuals who have intellectual or developmental disabilities or similar experience is strongly preferred; sales/marketing experience preferred; have no felony convictions; have a valid Alabama Driver’s License and proof of acceptable levels of automobile insurance; have a safe driving record; be drug free (testing required at time of hire and randomly); excellent communication skills, both oral and written; Ability to perform duties in a variety of settings (professional situations, private homes, community, area businesses, worksites, volunteer sites, other sites as necessary); must be an effective role model; be able to work as a team member; must be adaptable in dealing with individuals and cultural differences. Must be physically able to meet the physical requirements of standing, sitting, bending, stooping, lifting, grasping and stretching, have good visual skills and fine motor dexterity. Computer skills including keyboarding, word processing, Excel and use of database and other programs; ability to maintain First Aid and CPR Certification (training provided by the Arc of Jackson County).