

REHABILITATION INSTITUTE OF SOUTHERN CALIFORNIA

POSITION DESCRIPTION

PROGRAM: Vocational Services- Transitional Adult Program

POSITION: Job Trainer (Part-time)

DATE: January, 2018

Reviewed: Yes _____ No _____

FUNCTIONS AND GENERAL SCOPE OF THE POSITION: The Job Trainer is responsible for the direct service delivery and coordination, guided by the Individual Service Plan (ISP) for all assigned consumers.

WORK PERFORMED: The Job Trainer provides direct training and monitoring of consumers placed in on and off site group jobs. Direct training responsibilities include, but are not limited to: mobility training, time management, psycho/social skills, problem solving, and on-the-job skill training; implement and maintain consumer plans; work directly with employers in establishing a direct employer/employee relationship with the consumer; maintain daily behavior/case notes; attend mandatory staff meetings; ensure completeness of all documentation; and other related duties as assigned.

ESSENTIAL FUNCTIONS OF THE JOB: Provide group supervision and training to consumers in community based employment; perform daily documentation; maintain appropriate relations between employer and RIO; provide transportation and/or mobility training services as needed; and attend staff meetings.

EQUIPMENT USED: Variety of equipment related to the job site, personal automobile, RIO vehicle, calculator, copier, FAX machine, and telephone.

POSITION QUALIFICATIONS: High school diploma or GED; a minimum of six months experience in a rehabilitation work program; ability to supervise and direct consumers with disabilities. Must have a valid California driver's license, reliable vehicle, proof of insurance and clean driving record. Ability to read, speak and write English is required. Fingerprint clearance through Department of Justice- Live scan, first aid and CPR certification and physical required. Must be flexible in work schedule to include: working in the evenings, weekends, holidays or when needed to assist the consumer at the job site.

PHYSICAL REQUIREMENTS: Ability to bend, stoop, squat, and kneel; lift, carry and move boxes up to 20 pounds; turn head, torso, legs, arms, and back; walk a variety of terrain; ability to reach above and below shoulder; average vision (corrected vision acceptable) to provide visual supervision of clients; ability to get in and out of personal vehicle up to eight (8) times per day; sit and drive personal vehicle to and from client job sites up to eight (8) hours per day; stand for one (1) to three (3) hours periods with occasional breaks; communicate to speak with and hear clients, co-workers, off-site employers, site staff, supervisor, and community members in person and over the telephone; ability to write and complete documents and other paperwork; may need to walk up and/or down inclines and flights of stairs; retrieve and replace items on shelves which may be on a top, middle, or bottom shelf; sit and stand through the day in performing duties.

METHOD OF PAY: Hourly

HOURS OF WORK: Up to 39.5 hours/weekly

SUPERVISES: Consumers

SUPERVISED BY: Program Coordinator

POSITION ADVANCES TO: Lateral transfer to TAP/TAAC Program Assistant
Advances to Assistant Coordinator, TAP or TAAC Program Coordinators

POSITION ADVANCES FROM: Not applicable

EXEMPT: _____

NON-EXEMPT: XXX

I have read, understand, and will perform the above duties as assigned. I possess the PHYSICAL REQUIREMENTS established for this position and am able to perform the ESSENTIAL FUNCTIONS OF THE POSITION described above without accommodation.

Employee Signature

Date

Print Name