**OPPORTUNITIES, INC.**

**Job Description**

**Job Title:** Skills Trainer- Opportunities Inc.-Various Locations

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**Summary**

Skills Trainers will assist participants receiving community based services through Community Employment, Children’s Long Term Services (CLTS) Adult Day Service (ADS) and/or Pre Vocational Services that promote advancement in work skills, identify supports to enhance independence/community integration and support participants to develop and engage in activities that lead to successful employment readiness and competitive employment in the community. Part-time, varying shifts and flexible hours are available. Pay based on education and experience. Success placement into a skills trainer position will require a criminal and caregiver background check.

**Essential Duties and Responsibilities** include the following, but not limited to:

- Provide direct skill training, coaching and mentoring to participants as defined by the participants’ plan and/or assignment that include but not limited to:
  - community orientation
  - career exploration and awareness
  - peer and co-worker relations
  - orientation to new work jobs
  - implementation of one on one individual training
  - implementation of group training initiatives
  - direct hand on hand training that demonstrates the work skill outcome (will require continual repetition and monitoring)
  - implementation of specific protocols or motivation plans that:
    - reinforces skills based on the needs and abilities of the participant
    - addresses barriers and other identified challenges
  - Adhere to work and activity schedule
  - Model positive work expectations and behaviors
  - Maintain confidentiality of all participants and others involved
  - Assist participants with adhering to their work schedules i.e.: return to work/program area after breaks and lunch
  - Model all program service rules and guidelines

**Communication and Outcome feedback**

- Maintain positive and efficient communication with staff
- Provide suggestions for participant improvement opportunities – attendance, job performance, safety.
- Provide feedback to the participant and appropriate staff about skill progress, concerns, issues and advancements with an energetic and enthusiastic approach.
- Interest and experience working with people with varying abilities.
- Ability to engage people and help them to develop and realize their potential.
- Ability to work independently and take initiative.
- Ability to access situations quickly and respond appropriately.

**Supervisory Responsibilities**

This job has no supervisory responsibilities.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Driving Requirements  A valid driver’s license, acceptable driving record, and motor vehicle insurance will be required for various assignments associated with transporting a participant. Not all assignments require participant transportation.

Education and/or Experience
High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language/Communication Skills
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or stakeholders. Clear and comprehensible communication skills to support the divers population of consumer members.

Mathematical Skills
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills
To perform this job successfully, an individual should have knowledge of Microsoft Outlook software.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and taste or smell. The employee is occasionally required to sit and climb or balance. Specific duties requiring physical demands include PT/OT Carryover Programs, pushing wheelchairs, and transferring clients. The employee must frequently lift and/or move up to 10 pounds independently and occasionally lift and/or move more than 50 pounds with assistance from another staff member.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; outside weather conditions and vibration. The noise level in the work environment can be loud.

I acknowledge that I have received and read the Skills Trainer job description. I understand the duties and responsibilities of the position and assume responsibility to ask for clarification if anything has not been clearly presented to me. I further recognize and acknowledge that compliance will constitute a condition of my continued employment with Opportunities, Inc.

Employee Signature __________________________________________ Date ______________________