

# GOODWILL INDUSTRIES OF THE COLUMBIA WILLAMETTE

## Job Description

**TITLE:** Skills Trainer II

**EEO#:** 9

**IMMEDIATE SUPERVISOR:** LTS Program Manager/Supervisor

**DEPARTMENT:** Vocational Services - LTS

**DIVISION:** ALL

**GENERAL SUMMARY:** Responsible for community employment, and life skills training supports of assigned clients. Interact closely with clients who may have difficulty advocating for themselves. It is GICW's expectation that client interactions are conducted with the highest standards of integrity and ethics when assisting clients to achieve vocational goals.

### PRINCIPAL DUTIES / RESPONSIBILITIES:

#### Essential Functions:

- Assist in assessments and development of program goals and Individual Service Plans (ISPs) according to the needs and preferences of each assigned client.
- Assist with documentation for accurate billing processes.
- Develop lesson plans, and activities for clients.
- Maintain a caseload as assigned.
- Assure accuracy and timeliness in data collection and reporting.
- Perform job coaching duties, including liaison with management as assigned at community employment sites.
- Measure and record participant ISP objectives.
- Train, guide, and assist clients to maximize performance and engagement in learning environments.
- Coordinate, volunteer opportunities, and outings.
- Ensure tasks/activities are performed to completion.
- Manage client medication.
- Create and lead education-based activities in the facility and community.
- Maintain accurate case notes and records.
- Generate reports as assigned.
- Provide ongoing support for clients.
- Complete all assigned annual training.
- Foster and demonstrate a positive team environment.
- Provide excellent customer service to all internal and external stakeholders.
- Comply with all applicable federal, state, local, and contractual rules, regulations, and obligations.
- Must demonstrate willingness and ability to adhere to all GICW's policies and procedures, CARF standards, Kaizen guidelines, safety, and security regulations.
- Comply with all applicable federal, state, local, and contractual rules, regulations, and obligations.

#### Incidental Functions:

- Provide assistance with daily living activities such as handwashing, toileting, meal & beverage consumption, medication disbursement and mobility.
- Transport clients as assigned.
- Perform miscellaneous duties, as assigned.

#### QUALIFICATIONS:

Specific:

- Must be 18 years of age or older.
- High School graduate or GED
- One year of experience engaging with individuals with Intellectual/Developmental Disabilities.

- Basis skills with Windows environment including MS Word and Outlook, sufficient to enter data in established forms.
- Function independently and in a team environment.
- One year's experience in meeting deadlines with established priorities.
- Time management skills.
- Must have a valid driver's license which reflects a driving record that meets GICW standards.
- Must be able to provide own transportation.
- Job qualifications may be subject to change as mandated by Oregon Department of Human Services (ODHS) regulations regarding employees providing direct services to individuals with developmental disabilities.

General:

- Must maintain consistent, predictable and satisfactory attendance and punctuality as scheduled.
- Must be able to demonstrate upon request functional literacy and numeric proficiency.
- Must have command of the English language sufficient to verbally communicate with the general public.
- Must not present a significant current risk of substantial harm to self or others in the performance of the essential duties of the job that cannot be eliminated or reduced by reasonable accommodation.
- No record or disclosure of criminal conviction that indicates a tendency toward theft, violence, dishonesty, deceit, drug manufacture or sale, moral turpitude, or predatory behavior or is otherwise in conflict with the functions listed on this job description. This may include passing a state-mandated, federally conducted criminal background check.
- Must provide proof of identification and eligibility to work in the United States of America.
- Must pass a drug screening test and background check.
- Must be able to perform the essential functions of the job with or without reasonable accommodation.
- Must meet GICW quantitative and qualitative performance standards.

**POSITIONS SUPERVISED:** None.

**WORK CONDITIONS/HAZARDS:**

- Work is primarily performed indoors and at various work sites.
- Travel throughout the service area is required.
- May be exposed to individuals with unique behavior.
- High adaptability required. Work environment usually hectic (fast paced) with irregular short deadlines and a limited number of critical or unusual situations.
- Hours may include evenings and weekends.
- DOT Strength Classification - Medium.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Director: \_\_\_\_\_

Date: \_\_\_\_\_