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| **POSITION:** | Part Time – Direct Support Professional / Employment Trainer / Community Inclusion Staff |
| **DATE AVAILABLE:** | June 11, 2019 |
| **QUALIFICATIONS:** | High School diploma or equivalent; Valid Ohio Driver’s License with a satisfactory driving record; Valid Automobile Insurance; Willing to obtain and maintain Department of Developmental Disabilities required trainings including First Aid/CPR. Demonstrate ability to foster and maintain an A+ attitude within all areas of external/internal interaction. |
| **HOURS:** | Up to 24 hours per week, Primarily Monday-Friday, 8-4 |

**Vocational Habilitation Trainer**

Provide vocational skill development services to persons who have developmental disabilities. Supervise consumers and motivate them to meet their production *goals* and interests. Monitor behavioral needs and offer supports when necessary. Maintain consumer’s production and time sheet records, safety, unusual incident documentation, and other record keeping and reporting procedures. Ensure high quality assurance standards for all assembled parts and contracted work. Assist with recording and packaging parts per specifications and inspection of assigned production areas. Report needed maintenance of all program equipment or facilities.

**Employment Trainer**

Implement Individual Service Plans; monitor and evaluate skill development; make adjustments to work plans; provide training in work skills and behavior skills through practical production of goods or services and through community employment. Perform environmental and task analysis of work sites. Assist individuals with disabilities in developing skills by demonstration and providing samples. Provide on-site job training to individuals who have various disabilities including, but not limited to, individuals with developmental disabilities.

**Community Inclusion Staff**

Supervise adults with developmental disabilities. Ensure the needs of the individuals are met including physical, social, and emotional. Assign tasks based upon individual plan, monitor progress toward skill development, and provide recommendations to individual service plan as needed. Complete accurate daily documentation. Assist with physical mobility, feeding, service plan supports, toileting and bussing needs. Assist individuals to engage in planned activity or outing. Attend all staff meetings, conferences, and in-service trainings.

**Essential Functions of The Position**

Operation of computer, phone, and office equipment for business/service. Communication Skills. Understand the role and responsibilities of direct service staff with regard to services including person centered planning, community integration, self-determination, and self-advocacy. Operate motor vehicle. Lift up to 50 lbs.