

Job Title: Direct Support Trainer

FLSA: Non-Exempt

Reports To: Capability Health and Human Services Manager

Updated:

09.02.2021

Job Summary:

The Direct Support Trainer is responsible for assisting adults with disabilities at employment training facility and community worksites. In addition, this position is responsible for engaging individuals with social skills, prevocational skills, employment skills, volunteerism and community engagement.

Essential Functions and Responsibilities:

- Provides direct support and supervision to adults with disabilities served, including social skills, prevocational skills, employment skills, volunteerism and community engagement.
- Provides training and reinforcement for specific tasks such as in-house contract work, janitorial work, grounds keeping work, warehouse helper and front desk helper.
- Completes documentation for individuals daily, data tracking sheets, productivity, timesheets, JDT attendance sheets, case notes, 30-day assessment, personal profile and incident reports.
- Responsible for submitting completed documentation to manager.
- Completes individual documentation on volunteer hours, community outing, special events.
- Monitors individual's behavior and assists individual to work towards positive behavior.
- Reports to work according to their work schedule and abides by the call out policy and time off request.
- Performs clocking in and out correctly for time keeping requirements.
- Assist with documentation, inspecting, driving and/or ridership on Capability Health & Human Service's vehicles.
- Conducts daily assigned duties such as bus duty, opening & closing of facility.
- Maintains the daily cleanliness, orderliness and maintenance of habilitation and training materials.
- Conducts environmental checks and immediately reports safety concerns.
- Available to work at other adult program locations.
- Other duties as assigned.

Skills and Abilities:

- Exceptional verbal and written communication skills.
- Ability to work on a daily basis with individuals who have developmental and mental disabilities.
- Ability to read and understand English.

- Ability to visually observe and hear individuals served.
- Ability to use appropriate voice tone, mannerisms and interactions and physical management.
- Ability to maintain confidentiality.

Qualifications (education, training, experience, licenses)

- High school diploma or equivalent required.
- Minimum of six (6) month’s experience in related field or related life experience (babysitter, caregiver, teacher) required.
- CPR & First Aid Certifications required. Must obtain within first 30 days of employment.
- Must have a clean driving record for the past five (5) years:
 - Experience driving passenger vans, including 15 passenger and handicap accessible vans. (Preferred)
 - Must have current Nevada driver’s license.

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 stand, use hands to handle or feel objects, tools or controls, frequently talk or hear, reach with hands, lift arms above and below shoulder level, occasionally required to sit, stoop, kneel, crouch or crawl. The employee must be able to lift and/or move a minimum of 20lbs. Occasionally lift and/or move up to 35lbs. On regular occasions lift and/or move up to 50lbs and can request assistance if needed. Specific vision abilities required by this job include: close vision. May have to transport individuals with disabilities via Capability Health & Human Services vehicles, including 15 passenger van.

Work Environment

Ability to be out in Las Vegas, North Las Vegas and Henderson area outdoor weather conditions, including extreme heat, extreme cold, wind, poor air quality and wet or humid conditions, etc.

Disclaimer:

This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

Employee Name (please print)

Employee Signature

Date