

# Skills Trainer

*Chileda's mission is to improve the quality of life for individuals with cognitive and behavior challenges. Chiledda's goal is to help students increase their appropriate social behaviors and develop independent living skills, through an enriched learning environment and individualized behavior programming. Chiledda's population includes children and young adults with special needs including Autism, Traumatic Brain Injury, Attachment Challenges, related developmental delays, and intensive behavioral needs.*

CLASSIFICATION:  
NON-EXEMPT

WORKERS SUPERVISED:  
NONE

VALUES:

SAFETY  
COMPASSION  
LEARNING  
COLLABORATION  
RESPECT

**SUMMARY:** Skills Trainers work directly with the students in Chiledda's Short Term Empowerment Program (STEP), to teach important life skills in a 6-12 month period including social emotional, communication, educational, leisure, activities of daily living (ADLs), and coping skills. Skills Trainers implement behavior modification procedures as outlined in the Positive Behavior Support Plan (PBPS) and work on Treatment Plan and IEP goals with the student using therapeutic care.

**REQUIRED EDUCATION & EXPERIENCE:**

- Must possess a high school diploma or equivalent
- Must be at least 18 years old
- Must demonstrate behavioral skills and judgment conducive to role modeling appropriate skills for students.
- Experience working with individuals with developmental

disabilities is preferred.

- Commitment to the intensive STEP program, including individualized approaches and rapport building opportunities for each student.
- Demonstrate dedication to the comprehensive one-year transitional plan for each student in the STEP program.

**GENERAL HOURS OF DUTY:** : Full or part time, Monday through Friday, every other weekend and rotating holidays, and overtime as approved. 1<sup>st</sup> shift hours are between 7:00am-4:00pm. 2<sup>nd</sup> shift hours are between 3:00pm-12:00AM. 3<sup>rd</sup> shift hours are between 10:30pm-9:00am. Shift lengths and times may vary;

**DIRECT SUPERVISOR:**

SHIFT	PRIMARY
1 <sup>st</sup> Shift	Teacher Assistant
2 <sup>nd</sup> Shift	Lead Skills Trainer or Assistant House Manager
3 <sup>rd</sup> Shift	Lead Skills Trainer or 3 <sup>rd</sup> Shift STEP Manager

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## **JOB DUTIES:**

- Keep students actively engaged in meaningful activities by following the student and area programming schedules as written.
- Use a Trauma Informed Approach by communicating with and about students in a respectful, positive, and age- appropriate manner while consistently using a calm tone even in high stress situations
- Encourage individuality of students by allowing self-expression and opportunities to make choices within limits throughout their day.
- Review detailed expectations with students prior to transitions, activities, or events. Work closely with the STEP Team to implement outing expectations and utilize outing supports and other planning components for the community.
- Help students to understand their rights by offering opportunities for self-advocacy.
- Teach consistent communication skills through use of sign language, PECS, communication boards, Go talks, and other supports that may be needed. Ensure that these communication tools are available to students across all environments.
- Set up and promote use of individual schedules to teach students to become independent in following a schedule. Follow the prompting hierarchy to promote student independence when utilizing a schedule.
- Model and teach appropriate social skills through respectful interactions with all students, supervisors, and co-workers.
- Teach students to become independent with completing chores and cleaning up after each activity, ADL, and mealtimes.
- Maintain professional therapeutic relationships with students. This includes demonstrating professional communication skills while maintaining confidentiality in reporting progress. Model positive verbal/non-verbal communication at all times.
- Provide students with basic first aid for minor cuts and scrapes, and notify the Health & Wellness Department of all other injuries and possible illnesses.
- Ensure a safe and clean environment by removing damaged items, ensuring classrooms, bedrooms, and living areas are clean, and reporting maintenance needs to house or classroom lead.
- Build a rapport with assigned students by talking about areas of interest and engaging in activities with the student.
- Encourage and support co-workers especially in high stress situations.
- Use crisis management techniques taught in trainings including verbal de-escalation, creative redirection, topic changes, and allowing space and time for processing during a crisis.
- Use least restrictive techniques including blocking and moving, allowing space, and redirection when danger is present. This includes redirecting students from crisis area and/or use appropriate blocking mats to ensure safety.
- Demonstrate the ability to self-regulate when students are dysregulated. Model patience and resiliency
- Stay current on all Positive Behavior Support Plans (PBSPs) by completing and passing PBSP trainings for all assigned students within the STEP housing unit and/or STEP classroom.
- Implement the PBSPs, and the outlined supports, consistently across all environments.

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- Provide feedback through behavior suggestion forms, and communicating with core and education team members.
- Work collaboratively with the STEP team members to maximize learning opportunities for all students and staff. This includes accepting feedback and implementing changes from STEP team members.
- Review communication logs, core team minutes, as well as anything else advised by supervisor.
- Demonstrate knowledge of emergency procedures by participating in emergency drills such as fire evacuation, severe weather, tornado, and disaster plan.
- Complete all assigned trainings within the designated time frame and complete at least 24 hours of training annually.
- Attend monthly Staff Meetings.
- Thoroughly and accurately complete behavior data, goal tracking, communication logs, and any needed Incident Reports, Emergency Intervention Forms, or Accident Reports prior to the end of each assigned shift. Communicate with house/classroom leads when there is an incident or emergency intervention.
- Participate in thorough debriefing with STEP Team Members, and check out with house lead or classroom prior to leaving before your shift, ensuring all chores, data, and forms are completed.
- All other job duties as assigned.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the Job Duties of this position. While performing the duties of this job, there is frequent physical interaction with students in fulfilling self-care, behavioral interventions, and educational and recreational programs. Position involves implementing all aspects of Nonviolent Physical Crisis Intervention (CPI) including blocking, grab releases, physical transport, and physical restraint. Must be able to talk and hear to communicate with and exchange information with co-workers. Employee must be able to perform all essential functions without direct risk of harm to others or themselves. Please see Essential Functions document for specific position physical demands.

**WORK ENVIRONMENT:** Work will generally be performed in the assigned STEP Classroom or Housing Unit. Time may be spent outdoors with students in the courtyard and/or on outings. Skills Trainers are required to ride in Chileda vans to public outings in the community like stores, libraries, sporting events, and swimming pools.

**DISCLAIMER:** The statements of this Job Description are intended to describe the general nature of the work being performed and are not assumed to be a complete list of tasks. This Job Description does not establish a contract and are subject to change at Chileda's discretion at any time. Employment at Chileda is at-will. Employment at-will means that Chileda may terminate or change the status or your employment at any time, with or without reason, and with or without notice.

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**RECEIVED BY:**

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Employee Signature

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Date

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Employee Name (Please Print)

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Supervisor Signature

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Date

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Supervisor Name (Please Print)