

POSITION: Training Assistant
ORGANIZATION: Hopewell Center
STATUS: Part-time
WORK SCHEDULE:

DIVISION: Industrial Workshop
FLSA STATUS: Non-Exempt

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation.

ESSENTIAL FUNCTIONS:

Assist consumers in meeting established goals and objectives;
Instruct, train, and assist consumer in performing assigned activities;
Complete time cards, take consumers to restroom and lunch, assist with opening containers and feeding;
Monitors consumers upon arrival to and departure from facility;
Perform duties of Training Supervisor during absences;
Attend staff meetings and prescribed in-service training;
Assists in maintaining safe environment;
Perform related duties as assigned, assuring the best interest of both the agency and the consumers' welfare.

REQUIREMENTS:

High school diploma or equivalence preferred.
Must obtain CPR and basic first aid certification.
Knowledge of proper methods to train developmentally disabled individuals;
Knowledge of Individual Program Plans (IPPs);
Ability to comprehend and implement plans;
Ability to maintain records of consumer activities;
Ability to perform arithmetic calculations;
Ability to follow verbal and written instructions;
Ability to follow all personnel policies and rules of the organization and maintain confidentiality;
Ability to communicate with co-workers and consumers.

LICENSE/CERTIFICATION NEEDED:

Ability to satisfactorily complete all necessary in-service training, and ability to obtain CPR and basic first aid certification.