

POSITION: Training Supervisor
ORGANIZATION: Hopewell Center **DIVISION: Industrial Workshop**
STATUS: **FLSA STATUS: Non-Exempt**
WORK SCHEDULE:

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: (Assignment of duties may vary depending on work assignments within the workshop.)
Instructs, trains, and assists consumers with production jobs;
Implements behavior plans rewarding and/or correcting behavior;
Maintains safe environment by reporting safety hazards, instructing and training consumers on proper equipment use;
Maintains production and attendance records and other required reports and documents;
Attends prescribed training programs;
Periodically transports consumers;
Evaluates consumer progress on their goals; completes and submits monthly summaries;
Inventories training materials;
Oversees emergency evaluation training;
Performs related duties as assigned, assuring the best interest of both the agency and the consumers' welfare.

REQUIREMENTS:
High school diploma or equivalence preferred;
Knowledge of proper methods to train developmentally disabled individuals;
Must obtain CPR and basic first aid certification.
Knowledge of Individual Program Plans (IPPs);
Ability to comprehend, interpret, develop and implement plans;
Ability to maintain records of consumer activities and perform arithmetic calculations;
Ability to follow verbal and written instructions;
Ability to work independently and organize projects;
Ability to follow all personnel policies and rules of the organization and maintain confidentiality;
Ability to communicate with other agency personnel, consumers, families and guardians.

LICENSE/CERTIFICATION NEEDED:
Ability to satisfactorily complete all necessary in-service training, and ability to obtain CPR and basic first aid certification;
Possession of a valid driver's license and demonstrated safe driving record.