



<b>POSITION TITLE:</b> Job Skills Instructor / Assistive Technology Trainer
<b>DATE:</b> January 1, 2016

<b>SALARY:</b> As set by Letter of Employment	<b>IMMEDIATE SUPERVISOR:</b> Director of Vocational Rehabilitation Services
<b>THIS IS A:</b> Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>	Hourly <input type="checkbox"/> Salaried <input checked="" type="checkbox"/>
Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>	

**GENERAL FUNCTION:**  
 The Job Skills Instructor / Assistive Technology Trainer focuses on delivering targeted skills in preparation for specific, entry-level job opportunities, as the job market dictates. The person in this position will also deliver assistive technology training and general job readiness training.

**SUPERVISORY RESPONSIBILITY:**  
 None

- DUTIES AND RESPONSIBILITIES:**
- 1) Develop and implement industry-specific training programs, including curriculum and procedures, to provide job skills instruction and appropriate certification to clients in the following career paths: (a) administrative / office clerical, (b) home care / personal care attendant, (c) customer service / work-from-home / call center, (d) hotel / hospitality services, (e) food services, (f) retail services, and (g) any other career path dictated by the current local job market.
  - 2) Provide training to clients on the following types of assistive technology: (a) screen magnification (e.g. ZoomText), (b) screen reader (e.g. Window Eyes, JAWS, Dolphin Guide), (c) typing (e.g. Typability, 5-Finger Typist), (d) mobile devices (e.g. VoiceOver, Siri, iPad, iPhone), and (e) voice recognition (Dragon Naturally Speaking).
  - 3) Remain an active participant in the job placement of clients who have successfully completed the training services, including close monitoring of clients pursuing work-from-home opportunities.
  - 4) Evaluate training program and research new curriculum and tools to update and improve training services, as approved by management.
  - 5) Develop and implement individualized training plans for each assigned client based on recommendations, employment goal, and referral instructions.
  - 6) Communicate with each newly assigned client and the referral source, as appropriate, in order to confirm schedule, set goals, create measurable objectives, identify methods and techniques to be utilized, and determine estimated time frames for each objective.
  - 7) Monitor and document daily progress of assigned clients in their effort to meet their goals, providing detailed and client-specific logs from each training session.
  - 8) Produce monthly report to funding source documenting client progress and any recommendations for adjustments to training plan.
  - 9) Conduct small group classroom training on computer and job readiness topics.
  - 10) Facilitate job searching group for job placement clients, providing direct assistance with completing applications in the computer lab environment.
  - 11) Coordinate with job placement staff to provide space and answer questions for clients needing help with specific short-term goals, such as applications or resumes.
  - 12) Work in cooperation with Employment Services staff to conduct job readiness training on a regularly scheduled basis.
  - 13) Participate in team meetings relating to STAR Center clients receiving training services.
  - 14) Contact referral sources to solicit referrals when caseload is lower than expected.

- 15) Provide the services necessary to find, place, support, and follow-along to ensure successful employment for persons with disabilities.
- 16) Work closely with STAR Center and Vocational Rehabilitation staff to become knowledgeable of client employment needs and goals.
- 17) Provide job readiness training both in-house and off-site.
- 18) Participate in weekly client services meetings and job placement department meetings.
- 19) Create resumes for clients, fill out applications for clients, and work with clients to study for and take pre-employment assessment tests.
- 20) Provide all statistical and narrative reports in a timely manner.
- 21) Provide clients, parents, caregivers, VR counselors, employers, medical personnel, and other personnel with surveys to determine the effectiveness of the Employment Services Program.
- 22) Participate in training programs regarding the STAR Employment Services Program.
- 23) Perform other duties as may be assigned.

**KNOWLEDGE AND REQUIRED TRAINING:**

A Bachelor' degree in Special Education, Rehabilitation, Counseling or related field, or equivalent work experience is the minimum requirement for this position.

**PERSONAL RELATIONSHIPS:**

The person selected for this position must establish and maintain an effective liaison with individuals both within and outside the Center. This person must have an empathetic understanding of client population and able to relate to them in a positive and supportive fashion.

**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.

**WORK ENVIRONMENT:** Work environment characteristics 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.

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of duties to be performed by employees with this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Name (printed): \_\_\_\_\_

Staff's Signature: \_\_\_\_\_ Date: \_\_\_\_\_