



POSITION TITLE: Skills Trainer (Project SEARCH)

DATE: June 2022

SALARY RANGE: as set by Letter of Employment

IMMEDIATE SUPERVISOR: Director of Vocational Rehabilitation Services

THIS IS A: Exempt Non-Exempt

Hourly Salaried

Full-Time Part-Time

GENERAL FUNCTION: This person will be responsible for setting goals, objectives, and training of his/her client (s) on a short-term basis, and coordinating services with others.

SUPERVISORY RESPONSIBILITY: None

DUTIES AND RESPONSIBILITIES:

1. Works with Steering Committee to recruit and select interns
2. Develops internships (this includes task lists and Vocational Fit Assessment) and provides new internship ideas to the team
3. Works with team to match interns to internships
4. Teaches tasks to interns and ensures they gain competitive skills (using job aids as needed)
5. Builds natural supports for interns and reduces the amount of time spent with each intern as core skills are developed
6. Helps interns understand and interpret work culture
7. Teaches safe practices according to the work environment
8. Meets with the manager and peer mentor regularly to discuss issues and solve problems
9. Works with managers to determine new skills as intern gains competencies and confidence
10. Assesses student progress and gives feedback to intern and team members, including capturing photos and developing periodic success stories and sharing with team members
11. Provides travel training for interns to obtain driver's permit and/or learn to utilize public transportation and/or formulate a dependable transportation plan that is necessary for long-term employment success
12. Helps facilitate the end-of-year transition of interns from the Project Search training program to the Job Developer
13. Participates in training (Project SEARCH training through Project SEARCH-Cincinnati & Project SEARCH Academy online training) and continual professional development
14. Provides information to interns and their parents about the effects of work on social security benefits, and arranges meetings with a social security benefits specialist
15. Investigates alternative methods of long-term support for interns such as ECF, Ticket-To-Work, and/or PASS plans
16. Educates managers and co-workers on disability awareness
17. Assists in training intern in all areas of Job Readiness Skills, including the interview process (unique to each host business) for internships as well as competitive employment
18. Attends job orientation with the intern and clarifies information with the intern as necessary
19. Takes the lead in the end-of-year transition from Project SEARCH Training Program to Job Placement Program
20. Completes necessary reports and other documentation.
21. Obtains and electronically files photos and client/parent signatures on release forms.
22. Other duties as may be assigned.

KNOWLEDGE AND REQUIRED TRAINING: The person occupying this position must have the minimum of a High School diplomas or a General Equivalency Diploma (Bachelor's degree preferred). At least six (6) months of experience working with individuals with disabilities and 1-2 years of successful experience in delivering employment related services. This person must be willing to develop a working knowledge of professional teaching principles, practices, methods, and techniques; working knowledge of rehabilitation operations, functions, activities, and services; some knowledge of assistive technology used to aid person with disabilities; and become knowledgeable regarding social security benefits and Ticket-to-Work program.

PERSONAL RELATIONSHIPS: In order to appropriately accomplish the duties of this positon, the person will be required to maintain effective relationships with the Center's leadership, staff, clients/families, members of the community, board of directors and other stakeholders of the Center. This person must have an empathetic understanding of client population and be 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: _____