



## Skills Trainer Job Description

### Program Description

The Morgan Autism Center (MAC) Adult Program is a day program that serves a group of adults with special needs, ages 22 and older. Our clients participate in a variety of staff-directed activities and outings designed to develop their social and independent living skills.

### Position Overview

The primary role for this position is to serve as a skills trainer in the adult program for people with developmental disabilities. Daily activities are intended to develop the social and basic living skills of our clients. Ideal candidates will demonstrate the skills necessary to adjust to the dynamic needs of our population in a flexible and competent manner. Potential candidates must be able to work with a wide range of behavioral challenges and implement structure and support strategies under the direction of the program leadership.

### Primary Responsibilities

- Read the MAC employee handbook and maintain familiarity with the MAC teaching philosophy and employment policies and work within these parameters at all times
- Engage with and ensure safety of assigned clients throughout the day
- Teach skills in the areas of community living, vocational, social/recreational, motor, communication, and pro-social behavior
- Read files and become familiar with each assigned client's goals and behavior plan, and implement appropriately
- Assist clients in PE activities (walking, riding a bike, treadmill, yoga, etc.)
- Help clients access community experiences
- Complete all assigned data collection and documentation
- Assist clients with toileting, dressing, feeding and other self-care needs
- May be required to transport clients during community outings (personal or MAC vehicle)
- Exercise appropriate use of total communication with each client (e.g., sign language, high-tech AAC, visual icons, gestures, etc.)
- Participate in all assigned staff meetings, trainings, and special activities
- Work with other Adult Program staff to coordinate activities
- Clean and organize program space
- Complete other related duties as assigned

### Qualifications and Employment Requirements

- Candidates must be at least 18 years of age
- Able to lift materials and physically support clients as needed
- DMV clearance and proof of auto insurance if transporting clients
- Maintain First Aid and Adult CPR certifications (facilitated by MAC)
- Obtain physical exam, clearance on TB test and Department of Justice Fingerprint/Background check upon hire
- Prior experience required

**Immediate Supervisor** Adult Program Director and Community Integration Program Director

**Overall Supervisor** Morgan Autism Center Assistant Program Director, Program Director and Executive Director

**Hours** Program Hours  
Monday- Friday, 8:30am-2:45pm, major holidays observed

**Salary** \$1,876.12/month

**Benefits** Full employer-paid benefits: medical, dental, vision, chiropractic, life insurance

Retirement benefits: 403b Retirement Plan

Approximately 7 Weeks Paid Time Off