



Skills Trainer Job Description

Program Description

Our Adult Program serves 50 adult clients ages 22 – 60 years old with autism and other developmental disabilities. Clients participate in a wide range of engaging and enriching activities throughout the day. We believe in creating ample opportunities for continued learning to support our adults under the Morgan Autism Center model. The Adult Program is designed with a 3:1 client-to-staff ratio. Each day follows a predictable schedule with various activities that rotate on a weekly basis. Staff are trained to teach functional and social skills to our clients throughout the day. Our clients rotate between staff and spend time with different groups of their peers.

Position Overview

The primary role for this position is to serve as a Skills Trainer in the Adult Program for individuals with developmental disabilities. The daily activities include a variety of engagements throughout the day, designed to facilitate continued growth in social, functional, and experiential learning. Skills Trainers must possess the ability to effectively relate to people with positive interaction skills and to adjust to the dynamic needs of our population in a flexible and competent manner. They must be able to work with a wide range of individual needs and implement structure and support strategies under the direction of the program director(s). Hired applicants will be assigned to a single room and supervisor, though may occasionally be asked to sub in other rooms.

Qualifications and Employment Requirements:

- Candidates must be at least 18 years of age
- Possess at least a high school diploma or GED
- Fluency in speaking and writing English
- Able to lift materials and physically support students as needed
- Maintain clearance on TB test and Department of Justice Fingerprint/Background check
- DMV clearance and proof of auto insurance (if transporting students)

Immediate Supervisor	Adult Program Directors
Overall Supervisor	Program Directors and Executive Director
Hours	Monday – Friday, 8:30 am – 2:45 pm, major holidays observed
Starting Hourly Pay	\$20.00/hour
Benefits	Full employer-paid benefits: medical (including chiropractic and acupuncture), dental, vision, life insurance Retirement benefits: 403b Retirement Plan

Responsibilities

General

- Be ready to work at 8:30am, return from all breaks at the assigned time, and leave at 2:45pm each day
- Communicate with program director(s) regarding absences, tardiness, or any other developing needs
- Demonstrate a positive, helpful, and collaborative attitude with clients and colleagues at all times
- Read clients' files/documentation as needed
- Keep the program director(s) informed of any special circumstances or developing challenges of individual clients
- Participate in all assigned meetings, trainings, and special activities

Programming

- Demonstrate competency with Morgan Autism Center model, structure, and philosophy
- Become familiar with individual client's preferences, interests, needs, and supports
- Demonstrate ongoing active engagement with all assigned clients while building positive routines and rapport
- Participate in physical education (walk, yoga, sports, etc.) and provide any physical assistance needed
- Demonstrate and exercise a basic understanding of total communication strategies (e.g., sign language, high-tech AAC, visual icons, gestures, etc.)
- Support planned community outings as required, with a focus on maintaining safety
- Provide information regarding client behavior, goal progress, etc. to program director(s) as needed
- Maintain ongoing organization of programming space (put used materials away, complete assigned chores, etc.)

Activity Planning

- Under the guidance of the program director(s), execute engaging activities with client groups
- Assist in creating materials for activities

Self-Care and Navigation

- Provide physical assistance as needed for individual client's ambulatory needs (walkers, wheelchairs, etc.)
- Provide individualized self-care support for all clients, including bathrooming needs, eating, dressing, etc., including use of visual schedules and task analyses

Safety and Behavioral Support

- Maintain ongoing supervision of assigned client(s) and ensure their safety at all times (including timely and thorough transitions)
- Implement behavior support strategies in alignment with MAC model (e.g., ignore and redirect)
- Demonstrate understanding of safety needs of individual clients (e.g., allergies, seizure protocols)

DEI Statement

It is Morgan Autism Center's intent to provide equal employment opportunities to all qualified persons without regard to race, color, religion, sex, gender identity and expression, genetic characteristics, pregnancy, marital status, veteran status, sexual orientation, age, national origin, ancestry, disability, medical condition, or other protected class status as defined by applicable law. This policy covers all employment matters, including but not limited to recruitment, selection, placement, promotions, transfers, demotions, terminations, training and compensation.