

# Skills Trainer

## **About Morgan Autism Center**

Morgan Autism Center provides a safe, nurturing, and joyful environment where individuals impacted by autism or other developmental disabilities are accepted and celebrated for who they are. Founded in 1969, the focus is on creating respectful and positive interactions to maximize the potential of each student and client. Morgan Autism Center offers school and adult day programs and is an important resource for families and professional service providers throughout the Bay Area. Their flexible, comprehensive, and highly individualized approach has evolved into a model successfully adopted and implemented in located school districts.

Our Adult Program serves 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.

For more information, please visit [www.morgancenter.org](http://www.morgancenter.org)

## **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 Adult Program Director(s). Skills Trainers may be expected to perform other duties as required, in addition to those listed below.

## **Reporting Relationships**

This position reports directly to the Adult Program Directors

## **Key Responsibilities**

### General

- Demonstrate a positive, helpful, and collaborative attitude with clients and colleagues at all times
- Read clients' files/documentation as needed
- Keep the Adult Program Director(s) informed of any special circumstances or developing challenges of individual clients
- Participate in all assigned meetings, trainings, and special activities
- Other duties as required

### 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 Adult 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)

## **Qualifications and Employment Requirements:**

- Candidates must be at least 18 years of age

- Fluency in speaking and writing English
- Able to lift materials and physically support clients as needed
- Ability to physically engage with all elements of programming (e.g., daily PE, vocational tasks, self-help, physical support for clients, etc.)
- Maintain clearance on TB test and Department of Justice Fingerprint/Background check
- DMV clearance and proof of auto insurance (if transporting students)

### **Physical Demands**

While performing the essential functions and responsibilities of this job, the employee is regularly required to stand, walk, sit, and reach with hands and arms and speak and hear effectively. The employee must regularly lift and/or move up to 40 pounds, lift materials, physically support clients as needed, and occasionally lift and/or move up to 50 pounds.

### **Salary and Position Classification**

- Non-Exempt Position
- Full-Time
- \$20.00 Per Hour

### **Benefits**

- Medical, Dental, Vision (Employee paid 100%)
- Life Insurance and Long-Term Disability.
- Retirement 403a & 403b.

### **Schedule**

- Monday to Friday (8:30 AM - 2:45 PM)
- 219 workdays (View Work Calendar [HERE](#))
- Some after-hours work may be required

### **Location**

In-person

### **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.