

OPPORTUNITY HOMES, INC.
Decorah, Iowa 52101 – 563-382-8140

JOB DESCRIPTION

Position: Skills Trainer
Department: Home Community Based Services
Reports to: Program Manager/Service Coordinator
Responds to: Program Manager/Service Coordinator
Supervises: No Employees
Status: Full Time/Part Time

Job Summary: The skills trainer provides personal care, support and proper maintenance in order to allow individual consumers the opportunity to live in the most independent and normalized setting possible based on their individualized strengths, needs and desires. The skills trainer provides or assists consumers with transportation to obtain services or carry out life's activities. The skills trainer maintains personal contact with the consumer and his/her community resources to obtain information necessary to assess consumer needs. The skills trainer is responsible for all paperwork, reports and accurate documentation on each consumer served. The skills trainer is responsible to keep all information (verbal and written) confidential regarding any consumer and agency in conjunction with contacting and communicating consistently with the Service Coordinator and/or Program Manager any information or concerns regarding HCBS-SCL consumer and/or services.

Requirements/Essential Functions: High school diploma or GED, valid driver's license with a Class D endorsement, ability to read, write and verbally communicate the English language, knowledge of basic computer skills, ability to lift up to and transfer up to 110 pounds, ability to ascend and descend stairs, regular and punctual attendance, overtime may be required, and ability to be mobile on feet for up to eight hours. Job requires accepting criticism and dealing calmly and effectively with high stress and fast paced situations for example verbally abusive parents, aggressive behaviors, unhappy service providers. Job requires maintaining composure, keeping emotions in check, controlling anger and avoiding aggressive behaviors, even in very difficult situations.

Mandatory Trainings/Certifications: Dependent Adult Abuse, Child Abuse (if applicable), Medication Manager as directed by supervisor, Documentation, Confidentiality, Rights and Restrictions, Consumer Driven Service Planning, Consumer Driven Supporting, First Aid, Universal Precautions, Dental Care, Seizure Response, Weather/Fire Safety, Agency Policy and Procedures and Regulatory Requirements (Outcomes), HIPAA and Non-violent Crisis Intervention.

Duties and Responsibilities:

1. Represent the agency in a positive and professional manner at all times
 - a. Implement and communicate a clear comprehension of the agency's mission statement, philosophy and code of ethics.
 - b. Implement a clear comprehension and uphold the agency's policy regarding HIPAA compliance. Follow confidentiality guidelines at all times.
 - c. Communicate a general overview of service options made available by the agency in accordance with the populations served.
 - e. Adhere to guidelines in the personnel policy manual.
 - f. Represent the agency as a professional in all circumstances.
 - g. Actively participate in team meetings, in-services and staff meetings.
 - h. Occasionally provide transportation with personal vehicle with a reimbursement for mileage at the rate set by the agency.
2. Efficiently produce quality work utilizing time management skills in an unsupervised setting.
 - a. Implement OAP/ISP for each individual consumer: strengths, needs, objectives, goals, strategies, and supports.
 - b. Provide reinforcement for positive behaviors through utilization of applied behavior analysis methodology as guided by the use of individualized OAP/ISP's and agency training.

- c. Complete daily documentation for consumer (data collection, incident reports, and progress notes) and file appropriately at the direction of the established procedure.
 - d. Efficiently utilize and complete all computer/laptop data collection and documentation.
 - d. Complete all paperwork in a timely manner as directed by established procedure.
 - e. Respond appropriately to consumer verbal and physical aggression within program guidelines and the individual's OAP/ISP.
 - f. Assist consumers in learning basic socialization skills by providing a variety of opportunities for development and utilization in community settings.
 - g. Encourage consumers to enhance his/her individual talents or interests.
 - h. Allow natural consequences to occur when deemed appropriate by the interdisciplinary team and in accordance with the agency's risk policy.
 - i. Transport individuals to locations outside the home, as directed by the individual's ICP/ISP appointments.
 - j. Encourage and establish an environment in which the consumer directs his/her own daily routine of activities.
 - k. Take an active part in planning and participating in social and recreational activities with consumers.
 - l. Encourage consumers to eat a healthy, balanced diet. Assist in preparing meals if needed.
 - m. Communicate necessary information to your supervisor and follow the appropriate chain of command when immediate supervisor is not available.
3. Provide continuous opportunities for the consumers to make choices based upon individual desires and needs.
- a. Encourage consumers to be involved in community activities, and assist, if needed, consumers in initiating these activities with natural supports given by community citizens.
 - b. Encourage consumers to enhance his/her individual talents or interests
 - c. Be flexible within reason to work around consumer's needs.
 - d. Assist in all independent living skills as needed, i.e., budgeting, meal planning, grocery shopping, housekeeping, personal grooming and hygiene, bill paying, laundry, and social and communication skills.
 - e. Encourage positive peer interactions and group socialization both within the house and community.
 - f. Observe consumer's health, mood, and behaviors and record if notable through utilize of established procedure.
 - g. Act as a positive role model for consumers as well as co-workers
 - h. Support the consumer in being compliant with signed lease agreements with a landlord.
 - i. Support the consumer in notifying the landlord when maintenance needs have been identified
 - j. Be cognizant of when additional services are needed, (i.e., counseling, dermatologist, health program, vocational) and make the team aware of the need through contacting appropriate supervisory head, data collection and/or documentation.
4. Assume other duties
- a. Perform all other tasks/functions as assigned by the Program Manager/Service Coordinator.
 - b. Read all letters and reports as suggested by Program Manager/Service Coordinator.
 - c. Assist consumers in medical treatments as ordered by medical professional.
 - d. Monitor or administer medications being taken by individual consumers, document accordingly and keep a record of his/her current medications.

QUALIFICATIONS:

1. **High school degree or equivalent**
2. **Valid driver's license with a Class D endorsement**
3. **Ability to develop and enhance working relationships with other agencies or groups in the community.**

I have read and understand my job description. I am in agreement with these responsibilities and understand the requirements of the job.

Signature of Employee _____

Date _____