

# **JOB DESCRIPTION**

Giant Steps Training Programs, Inc.

**Job Title:** Trainer  
**Department:** Independent Living Skills/Supported Living Services  
**Reports To:** Program Supervisor  
**Work Hours:** Varies

## **SUMMARY:**

The Trainer position provides life skills training and independent living supports to adults with developmental disabilities. This position will vary in degree of intensity based on the needs of the individuals. The job responsibilities also include protecting and affirming the rights of individuals while assisting them to achieve greater independence by creating an environment responsive to their needs.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Each trainer must be able to independently implement all aspects of each individual program plan as well as individually operate and complete all duties. Other duties may be assigned.

- 1) Implement program curricula.
- 2) Directly deliver individual training and support services to assist each client served in obtaining his/her IPP objective(s) for which the program is responsible.
- 3) Provide input to the individual's Interdisciplinary Team meetings.
- 4) Provide training in client home and community in the greater Los Angeles area.
- 5) Provide daily living services and supports for clients.
- 6) Provide transportation services to clients when necessary while obeying all driving regulations.
- 7) Use community resources such as public transportation and obtaining generic resources as part of training.
- 8) Document the progress of each individual and the activities performed on an ongoing basis.
- 9) Must pass competency-based training in the areas of training, behavior intervention and other areas of in-service training.
- 10) Ensure the safety of clients at all times.
- 11) Attend mandatory staff meetings.
- 12) Complete Special Incident Reports as needed.
- 13) Submit paperwork on time.
- 14) Check e-mails, voice messages and in-boxes regularly.
- 15) Provide additional assistance to clients as needed.
- 16) Report any client or staff incidents.
- 17) Be professional toward staff members, clients and visitors at all times.
- 18) Obey client's rights.
- 19) Must be capable of transferring individuals safely in and out of the vehicles, if necessary.
- 20) Other duties assigned by Program Supervisor.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION:**

High School diploma, or general education degree (GED).

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with clients.

**SOCIAL SKILLS:**

Ability to interact well with others in a professional manner. Must display basic desire to assist clients at all times. Ability to work as a team with other staff members.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to perform financial transactions for the purpose of money management.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems in a variety of situations.

**TECHNICAL SKILLS:**

Ability to use a cell phone, internet, send emails and retrieve emails. Each trainer should have access to the internet for documentation and an active cell phone to receive business related phone calls.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid California drivers’ license, and be insurable under the company’s insurance policy. Driving records must be in satisfactory condition at all times with no more than 2 driving points on the record within any 12-month period. Must obtain and maintain certification in CPR and First Aid training and any others as assigned. Must have a vehicle in good working order with current registration and auto liability insurance.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to walk; drive, use hand to finger, handle or feel, and talk or hear. The employee frequently is required to stand, reach with hands and arms, and climb. The employee is occasionally to sit, stoop, kneel, and crouch. The employee must occasionally lift more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The work setting will be in a home like setting or community-based setting within the Greater Los Angeles area. No smoking allowed while on duty.

*I acknowledge that I have read this job description, understand my position, and can perform the job duties with no accommodations.*

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date