



**Opportunity  
Connections**

Live•Work•Connect

## POSITION OPENING NOTICE

<b>Position Title:</b>	Skills Trainer	<b>Date Available:</b>	Immediately
<b>Department Name:</b>	Personal Life Services	<b>Closing Date:</b>	Open Until Filled
<b>Site Location:</b>	Hood River	<b>Hourly Wage:</b>	\$10.40
<b>Reports To:</b>	Site Manager	<b>FLSA Status:</b>	Non-Exempt
<b>Hours of Work</b>	Mon thru Fri, 8:30am-3:30pm		

**To apply, please contact:** Barb Blair, ph: 541-386-3520, email: [bblair@opportunityconnections.org](mailto:bblair@opportunityconnections.org)

Website: [www.opportunityconnections.org](http://www.opportunityconnections.org)

### POSITION SUMMARY

This position is responsible for working directly with all customers as a room mentor and skills trainer. This position includes planning and implementing training and life experiences to individuals or groups. Requirements of the job also include teaching skills, basic computer skills and the creativity necessary to develop daily activities for customers working towards the goal of community employment. May help with activities of daily living in a customer home or public area. There are six basic ADLs: eating, bathing, dressing, toileting (including the changing of Attends), transferring (walking) and continence. This is a teamwork environment.



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## Job Description

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**Department:** Personal Life Services  
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### **ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

- Carries an assigned caseload of customers. Keeps accurate records of time spent and work performed by each assigned customer.
- May teach structured skills classes following schedule. Participates in, and lead physical activities including dancing, other forms of exercise as well as Wii Activities. Devises creative incentives to encourage customer participation in program.
- Takes customers out in the community for various activities using company vehicles.
- Responsible for fulfilling goals as specified on an Individual's Support Plan and documenting progress or lack of progress. Reports to Site Manager any problems observed with regard to the customers plans or behaviors.
- Supervises customers when present, including during break and lunch periods and assists customers with any and all supports as necessary to meet goals, and for any other activities.
- Assists customers with activities of daily living. There are six basic ADLs: eating, bathing, dressing, toileting (including the changing of Attends), transferring (walking) and continence.
- Assists customers with basic medical needs including medicines after training.
- Completes all required documentation in a timely manner.
- Performs area cleanup, housekeeping and laundry, ground maintenance, driving, and maintenance of equipment and tools as necessary.
- May work with customers and/or families, employers, agencies in the community at large to eliminate barriers to community living and employment. Educates and trains others to live and work with people with disabilities.

- Training is important to us. You must attend any scheduled meetings or training sessions. You may be required to travel for training on occasion.
- Must maintain reliable transportation. Will be expected to maintain legal driving status in the State of Oregon or Washington to drive the company vehicles when needed.
- May be required to work from multiple locations.
- Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** This position supervises and assists customers in all phases of the workday.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The employee must be able to successfully communicate with a wide variety of individuals and solve multiple problems. 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 AND/OR EXPERIENCE:** High school diploma or general education degree (GED), or one to three months' related experience and/or training; or equivalent combination of education and experience. The employee must be able to supervise small to large groups of people, to train and re-train workers in multiple job skills, and to perform, implement, and document task analysis design.

**CERTIFICATES, REQUIRED TRAINING AND LICENSES:** The individual must maintain a legal driving status in the States of Oregon or Washington which includes a valid license and personal vehicle insurance. The individual must also pass and/or attend the following:

**REQUIRED TESTING AND TRAINING:**

- |   |  |
|---|--|
| <input type="checkbox"/> Pre-Employment Drug Screen                 | <input type="checkbox"/> Core Competencies                   |
| <input type="checkbox"/> Pre-Employment Driving Record Check        | <input type="checkbox"/> Ethics & Values Training            |
| <input type="checkbox"/> Pre-Employment Background Check            | <input type="checkbox"/> Oregon Intervention System Training |
| <input type="checkbox"/> Blood-Borne Pathogens Exposure Training    | <input type="checkbox"/> Medication Management               |
| <input type="checkbox"/> Mandatory Abuse & Incident Report Training | <input type="checkbox"/> Fatal Six Training                  |
| <input type="checkbox"/> CPR & First Aid Training                   | <input type="checkbox"/> Other Training as required          |

**LANGUAGE AND COMPUTER SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. The ability to write routine reports and correspondence and to speak effectively before groups and other employees. Ability to type 30 words per minute, use email and basic word processing computer software.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to apply common-sense understanding to carry out detailed instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While

performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, talk or hear, and taste or smell. The employee must regularly lift and / or move up to 10 pounds, frequently lift and / or move up to 25 pounds, and occasionally lift and / or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **The employee expressly affirms that he / she understands the physical demands listed in this paragraph and that he / she has no physical limitations or prior injuries which may prevent him / her from meeting these physical demands. Employee Initials \_\_\_\_\_ and Date \_\_\_\_/\_\_\_\_/\_\_\_\_. You may be asked to complete a physical evaluation by an independent agency.**

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee must be able and willing to work with individuals who may exhibit aggressive behaviors and have the ability to tolerate frequent interruptions. The noise level in the work environment is usually moderate to high. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SIGNATURES:** The undersigned employee verifies that he/she has read and understands this job description. The employee understands and agrees that this job description does not constitute an employment contract and is subject to change by the employer as the needs of the employer and requirements of the job change, that it does not include all specific tasks that may be required to be performed from time to time, and that the employee may be asked to perform other reasonably related duties in the course of employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date