

**CCAR INDUSTRIES  
JOB DESCRIPTION**

**JOB TITLE:** Substitute Developmental Trainer

**DEPARTMENT:** Developmental Training

**FLSA STATUS:** Non-Exempt

**GENERAL SUMMARY:**

The Developmental Trainer will report directly to the Program Director of Developmental Training and/or the Case Manager/QIDP, as appropriate to the individual situation. The Trainer is responsible for carrying out all aspects of classroom instructions and assisting each consumer in achieving established goals through group and one-on-one instruction. The Trainer is responsible for creating a positive learning environment, modifying techniques to each consumer's skill level, and delivering active treatment services to the consumers.

**DUTIES AND RESPONSIBILITIES:**

1. Promote and practice the philosophy of a team approach and encourage each consumer to become more independent and productive in everyday life.
2. Advocate for consumers' best interests, health, and safety by keeping current on DHS Rule 119 and OIG Rule 50. Report abuse, neglect, and/or exploitation of any consumer, according to those rules and CCAR policy.
3. Interact with consumers in a manner that conveys respect for them and for their dignity.
4. Ensure compliance with HIPAA requirements as related to consumer files and confidentiality.
5. Maintain clean and neat class or work area.
6. Confer with the Case Manager/QIDP or Program Director/QIDP on consumer progress, work, and behaviors on a daily basis.
7. Know and implement each consumer's goals and behavior management programs.
8. Implement Behavior Management programs, as needed, and utilize Behavior Management techniques for all consumers, including reinforcements to motivate consumer potential. (This includes recognizing signs of behavior escalation and intervention to prevent.) Complete documentation for all behavior occurrences.
9. Assist all consumers with grooming, hygiene, and toileting, as needed.

10. Develop and maintain current educational materials, devices, and activities necessary to instruct and promote consumer learning.
11. Assist with consumer lunch preparation, as needed.
12. Implement and document each consumer's programs and curricula as written. Seek clarification from the consumer's case manager if unsure of how to do this. Submit all paperwork for goals and other reports at the designated time.
13. Supervise consumers in classroom, breaks, and lunch, as well as during special activities, outings, and on CCAR property.
14. Assist consumers getting on and off the bus or van.
15. Know and record correct job codes, hours, and units on consumer time cards.
16. Maintain and requisition supplies through the Director of Developmental Training.
17. Carry out and/or assist in all aspects of contractual work and skill training, as needed or assigned.
18. Increase skills and knowledge through independent reading and other in-service training.
19. Assist consumers in problem-solving.
20. Transport and/or supervise consumers on community outings and provide training on community awareness as well as appropriate community behavior.
21. Provide skill training in vocational, leisure, physical education, and sensory activities.
22. Assist consumers in developing good work skills by encouraging them to start and stop breaks on time and to work diligently while clocked in for work. Set a positive example for consumers by starting and stopping breaks on time and by working diligently during non-break times. Lead consumers by example in manner of dress, hygiene, actions, and behavior.
23. Participate and provide input into consumer Individual Service Plan (ISP) meetings.
24. Participate in staff meetings before, during, or after regular work schedule, as needed.
25. Maintain flexibility in work duties or assignments, including working at either DT site and serving as a bus rider or one-on-one staff, as needed.
26. Work assigned schedule, including being on time for work and back from breaks within the appropriate time frame (i.e. take the amount of time scheduled, unless directed otherwise by your supervisor).

27. Be aware of, and remove, safety hazards and practice accident prevention. Attend safety meetings as assigned or requested. Complete scheduled housekeeping inspections, as requested.
28. Assist with shower/bathing/laundry needs of consumers, if necessary.
29. Maintain driver's license and automobile insurance if transporting consumers in personal vehicle.
30. Maintain certification in First Aid, and CPR, and CPI Nonviolent Crisis Intervention. Provide minor First Aid, CPR, and/or Crisis Intervention, as needed.
31. Complete Accident/Incident reports, as necessary. Notify consumer's Case Manager and/or nurse of all accident/incidents.
32. Continue to upgrade job skills as required through changing regulations, populations served, or other variables affecting the nature of the position.
33. Be aware of, and follow, agency policy on Health and Safety, including all directives related to policies for evacuation and supervision of consumers during natural or other disasters.
34. Be able to assist or train substitute trainers in the learning and completion of job duties.
35. Be able to work in the recycling department, as requested. Be able to operate all machinery, if necessary. Be able to receive training and drive a forklift, if necessary.
36. Be able to drive a transportation route in a van or non-CDL licensed bus, for either morning or afternoon transportation needs, as necessary.
37. Perform other related duties, as required or assigned.

**WORK BEHAVIOR RESPONSIBILITIES:**

1. Presents a positive image of CCAR Industries at all times.
2. Demonstrates teamwork philosophy by working cooperatively with others within and outside of the department.
3. Communicates in a clear and concise manner, while also demonstrating receptive listening.
4. Continuously seeks opportunities for improvement and suggests ways in which procedures/systems may be modified to accomplish tasks/goals efficiently and effectively.
5. Identifies and performs work which has not been specifically assigned, as needed.
6. Keep a current Illinois driver's license and have the ability to safely operate agency vehicles.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

1. Ability to sit for extended periods of time.
2. Ability to remain on his or her feet for continuous periods of time.

3. Ability to climb ladders or scaffolding when necessary.
4. Capable of raising or lowering objects from one level to another up to 75 lbs.
5. Capable of exerting force up to 100 lbs. by pushing or pulling when necessary.
6. Ability to pickup objects with fingers regularly.
7. Ability to use hands and arms to reach for objects regularly.
8. Capable of bending forward at the waist, legs or spine.
9. Vision of 20 feet or more, with or without corrective lenses.
10. Ability to communicate ideas by the spoken word.
11. Ability to comprehend the language or the nature of sound in the air.
12. Ability to distinguish odors for safety purposes.

**ESSENTIAL MENTAL REQUIREMENTS:**

1. Ability to learn and comprehend basic instructions to the job.
2. Ability to coordinate eyes, hands, and fingers rapidly and accurately.
3. Ability to coordinate eyes, hands, and feet in response to visual stimuli.
4. Ability to understand the meanings of words and respond effectively.
5. Ability to perform basic arithmetic accurately and quickly.

**WORKPLACE ENVIRONMENTAL CONDITIONS:**

Employee could be exposed during a shift to constant or intermittent sounds at a level sufficient to cause hearing loss or fatigue. Employee could be exposed to workplace hazards on occasion due to behavior intervention. Employee could be exposed to dusts, fumes, vapors or mists that might be in the work environment occasionally. Employee may be exposed to viruses and contagious conditions on occasion therefore need to use universal precautions. Employee may be subject to temperatures that may result in body discomfort which would be seasonal.

**IMMEDIATE SUPERVISOR:** Director of Developmental Training

**SUBORDINATES:** Not Applicable

**DEVELOPMENTAL TRAINER QUALIFICATIONS:**

Minimum of a high school diploma preferred or GED Certificate or demonstrate competency at that level on a standardized test. Prefer experience working with a developmentally disabled population, a basic understanding of medical terminology, and a valid Illinois driver's license.

**EMPLOYEE ACKNOWLEDGEMENT:**

I have read and/or received a copy of my job description and understand the principle duties and responsibilities, physical requirements and working conditions of the job.

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**Employee Signature**

**Date**