

Autism Treatment Center
Position Requirements
Life Skills Trainer

SHIFT: FULL TIME/PART TIME/BOTH/FLOATER
TITLE OF SUPERVISOR: Adult Services Coordinator

While this position requirement is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties from particular jobs and to assign other duties as necessary.

This position involved task that expose you to blood, body fluids, or body tissues. All of the job-related tasks may involve potential exposure to mucous membrane or skin contact with blood, bodily fluids, or tissues, or the potential for spills and splashes of these fluids. Use of appropriate protective measures (Universal Precautions and Bloodborne Pathogen Procedures) is required for every employee engaged in this position.

Purpose: To provide the level of support, training, and teaching in order for the Individual perform day habilitation. Assist Individuals in attaining and maintaining maximum functional independence. Support and promote the rights of Individuals and function effectively as a member of Interdisciplinary Team.

Essential Functions: These tasks that must be performed by all in this job category include:

Daily:

1. Follow all ATC Policies and procedures.
2. Teach Individual to perform activity.
3. Train/Assist in Personal Care: dressing, toileting, hand washing, medication self-administration monitoring, and behavior modification.
4. Documentation: as required by IHP.
5. Transportation: Coordinate or provide transportation for Individual.
6. Dietary needs: Ensure Individual follows appropriate diet.
7. Training: Communication, social interaction, eating, independence, citizenship, rights, money management, issues of sexual development, vocational, and any other activities of daily living.
8. Adherence to Universal Precautions and Bloodborne Pathogen Standards while working with Individuals.
9. Communication with Individuals, their families, co-workers, and your Supervisors (s) either manually, verbally, or in writing.
10. Facilitate co-worker relationship.
11. Assist in implementation of Individuals vocational goals.
12. Conduct all work tasks with constant attention to safety for self and others.
13. Report hazardous conditions of equipment and buildings to Safety Director as soon as possible.

14. Report needed repairs and maintenance to the Maintenance Coordinator.
15. Report any illness, injury, or medical problem to the Nursing Department.
16. Observe and report (as needed) any indication of abuse and neglect to Supervisor or Rights Protection Officer.
17. Report any major behavioral occurrences to Psychologist.
18. Staff will be responsible at all times for the consumer. That duty will not be passed along to any of the consumers in the program.

Weekly

1. Attend meetings/in-services/training as scheduled or required.
2. Submit appropriate information for billing.
3. Submit supply orders.
4. Obtain and submit receipts to Supervisors and/or Business Offices from outings, grocery shopping, etc.

Monthly

1. Compile and submit data.
2. Participate in all Individual program meetings.

Perform as needed

1. CPR
2. Abdominal thrust maneuver
3. Respond quickly to life-threatening or emergency situations.
4. SAMA techniques.

Task that require equipment/tools and knowledge of their safe use:

1. Measure temperature using appropriate instrument.
2. Driving to activities, etc. using an automobile or wheelchair accessible van.
3. Beepers
4. TDDS
5. Learn to use equipment correctly and safely on job site.
6. Fire alarm devices
7. Augmentative devices.

Minimum Qualifications:

High school diploma or equivalent and have at least two years of college or related work experience.

Required License(s) and Certifications

1. Must maintain current CPR, First Aid, and SAMA certification.
2. Must maintain current Texas Drivers License.
3. Must maintain auto insurability with Agency carrier.

Skills/Abilities:

1. Communication skills: ability to communicate clearly, exhibit patience, have good sense of humor.
2. Ability to use good body mechanics in controlling erratic behavior and participating in physical activities with the Individuals as part of their program.
3. Emotionally secure with ability to handle stressful situations.
4. Ability to work with others for integrated programming.
5. Mobile, with quick response time to emergencies.
6. Knowledge of personal hygiene and personal care.
7. Knowledge of special needs of individuals with developmental disabilities.
8. Caregiving, nurturing, compassionate, patient in establishing relationships with Individuals and their family.
9. Must be able to read and write.
10. Must be reliable in attendance and timelines to work schedules.
11. Good organizational skills.
12. Flexible.
13. Positive attitude.
14. Willingness to learn.
15. Ability to work and communicate effectively within a team.

Safety and Health Risks

1. Blood and bodily fluid exposure.
2. Slip and fall exposure.
3. Physical and verbal abuse exposure from Individuals and/or their families.
4. Exposure to muscle strains from lifting, stooping, reaching, and twisting.

Physical Job Requirements

O = Occasionally (1-33%)
F = Frequently (34-66%)
C = Constantly (67-100%)

1. (F) Lift and carry 40-80 lbs while handling Individuals.
2. (C) Dexterity to grasp small objects.
3. (C) Walk in order to respond to needs of Individuals.
4. (C) Stoop, clean, and work with Individuals.
5. (C) Normal range of motion to assist Individuals with personal hygiene, bathing, dressing, eating.
6. (C) Moderate to strong strength and stamina required for Individual care in emergency situations.

7. (C) Stand to assist consumers dress and provide other types of personal care.
8. (O) Push wheelchair with consumers whose total weight exceed 200 pounds.
9. (C) Bend and squat in provision of incontinent care, and other types of personal care.
10. (F) Perform SAMA techniques with consumers whose total weight exceeds 200 pounds.
11. (C) Stamina to stand 8 hours daily.
12. (C) Ability to walk continuously for a minimum of 6 hours wearing steel toe shoes.
13. (C) Must wear protective eye wear when required.

Signature

Date

Supervisor