



**The Arc of Shelby County, Inc.
Position and Description**

Position Title:	Project SEARCH Skills Training Instructor
Reports To:	Director of Employment Services
Location:	Host Business Site or Community Business Sites
Standard Hours:	As needed to accomplish work, but primarily 8:00 AM – 4:00 PM
Classification:	Non-Exempt, Hourly, Part-Time
Provides Supervision To:	None

SUMMARY OF PRIMARY JOB FUNCTIONS:

Under the supervision of the Director of Employment Services, the Skills Training Instructor (STI) will be responsible for providing training and support for student interns, host site co-workers, families, area businesses and the community to insure success during the worksite rotations and/or a competitive job. The STI will also be responsible, as assigned, to provide extended services to clients who have gained and retain community employment. This position will include marketing of The Arc's program to employers in Shelby County.

A. RESPONSIBILITIES – ESSENTIAL FUNCTIONS

1. Provides individualized support for student at the host business worksite rotation or competitive job which includes: skills training, building natural supports, identifying job accommodations, assistive technology, etc.
2. Communicates effectively with Project SEARCH Instructor, other STIs, employers, co-workers, family members, and school and agency personnel as it relates to the student being trained.
3. Perform specific job analysis, task analysis, and job matching activities.
4. Carries out steps of skills training plan with students and other parties as appropriate.
5. Work with participants, employers, families, agency personnel, school personnel, Project SEARCH team members and other appropriate parties to problem solve issues related to training and employment.
6. Practice positive reinforcement techniques with students, co-workers, and other staff.
7. Trains students in the areas of grooming, hygiene, communication, interviewing, and behavior as they relate to successful employment.
8. Provides travel training to job site if necessary and/or transportation to interns during job development.
9. Communicates with Project SEARCH instructor to make final decisions regarding any issues that may affect student success at a worksite rotation or competitive job site. These decisions may be related to continued skill training, fading, behavior, job tasks, etc.
10. Attends training, as appropriate, to become knowledgeable of strategies and current "best practices" in the field of supported employment.

11. Participates in decision making process to identify and implement training strategies and/or services with other Project SEARCH staff and host business staff.
12. Identify potential employers in the community for interns for competitive employment.
13. Assist and/or lead the effort in obtaining integrated employment for interns/graduates.
14. Travel to competitive worksites and access varying workspace as necessary.

B. ANCILLARY FUNCTIONS:

1. Adheres to and promotes standards of the host business and/or competitive work site in order to promote job productivity and efficiency.
2. Report regularly to supervisor on program participant status.
3. Complete and submit all required reporting forms, including hours worked, in a timely manner.
4. Participate in staffing with referral counselor or other professional providing services.
5. Adhere to agency policies.
6. Recognizes and acts on the legal responsibilities concerning the safety and welfare of program participants.
7. Participates in recruitment, interviewing and selection of Project SEARCH candidates.
8. Perform other job related duties as assigned by supervisor for the purpose of ensuring the efficient and effective functioning of the agency.
9. Demonstrates daily work assignment responsibilities: is accountable for all hours assigned, is punctual and regular in attendance and attends appropriate training activities.

C. WORK ENVIRONMENT:

Depends wholly on the setting in which training of program participant is to take place. Each site may have a variety of factors that should be acknowledged, including variable noise and dust levels, varying temperatures, lighting and ground surfaces.

D. PHYSICAL REQUIREMENTS:

Depends on training site and skill being trained: standing, sitting, bending, stooping, lifting, grasping and stretching. Visual skills. Vehicle travel and driving. Fine motor dexterity.

E. QUALIFICATIONS/EDUCATION

1. Degree in related field preferred, but not required
2. Experience working with individuals who have developmental disabilities (or similar experience is strongly preferred).
3. The ability to maintain First Aid and CPR certification
4. Valid Driver's license and proof of acceptable levels of automobile insurance
5. Ability to perform duties in a variety of settings, including professional situations, private homes, area businesses and other sites.
6. Sales/marketing experience preferred.
7. Computer skills, including word processing, excel and database.

F. COMPETENCIES/PERSONAL CHARACTERISTICS

1. Participates in professional growth activities such as conferences, in-services, etc.
2. Is an effective role model.
3. Shows enthusiasm and a sense of humor.
4. Exhibits an overall positive attitude.
5. Utilizes sound judgment and decision-making skills.
6. Uses Standard English in oral and written communication.

7. **Works as a productive team member** with families, affiliate school and agency personnel.
8. Is adaptable in dealing with individual and cultural differences.
9. Protects the privacy of individuals and the confidentiality of information unless disclosure serves a professional purpose or is required by law.
10. Avoids action that could result in conflicts of interest.
11. Ability to function in a flexible, ever-changing environment.
12. Belief in inclusiveness in all community settings.
13. Ability to work with a minimum of supervision.
14. Ability to accommodate a flexible work schedule. Days and times will be assigned based on program/program participants needs. This may include working some evenings, weekends or holidays.

Employee Signature

Date

Revised: September 30, 2016