

Skills Trainer Job Description

<u>Title:</u>	Project SEARCH Skills Trainer
<u>Qualifications:</u>	High school diploma, experience with youth and adults with disabilities preferred
<u>Reports to:</u>	BRIDGE Program Director
<u>Wage:</u>	\$16.50 - \$17.00

General Summary:

In coordination with the Project SEARCH instructor, the skills trainer provides training and support for Project SEARCH student interns and host business mentors. Facilitates the training and integration of a student with disabilities in a worksite internship and/or competitive work environment.

Main Duties and Responsibilities:

1. Provide individualized support for Project SEARCH interns during the internships at the host business for the interns to acquire competitive and marketable skills. This could include:
 - Initial training of internship task utilizing systematic instruction techniques
 - Building natural supports
 - Developing accommodations and identifying appropriate assistive technology
2. Develop task analysis when needed to support the intern to learn and perform tasks to required productivity and quality standards
3. Identify and implement training strategies and/or services in coordination with the Project SEARCH instructor and host business staff.
4. In coordination with the instructor and business liaison, identify and develop internship sites that offer a variety of opportunities to build marketable, competitive skills that lead to employment.
5. Learn the host business site culture, rules, and expectations within each department and assist interns to understand and comply.

6. Consult with host business department employees on tools and techniques that support intern learning and success.
7. Communicate effectively with Project SEARCH Instructor, other skills trainers, internship department managers /mentors, co-workers, family members, and school and agency personnel as it relates to the intern being trained.
8. Participate in training interns in the areas of grooming, hygiene, communication, interviewing, and work/social behavior as they relate to successful employment.
9. Assist with completing tools such as the VocFit Assessment to determine the abilities of the intern, the demands of the internship tasks, and help the team to make meaningful internship matches.
10. Assess intern progress and give feedback to intern and team members.
11. Provide travel training for the intern to get to the host business independently.
12. Communicate with Project SEARCH instructor regarding issues that may affect intern success at an internship or in employment. These decisions may be related to continued skills training, fading, behavior, job tasks, etc.
13. Submit and complete appropriate paperwork and enter data in the Member Portal.

Knowledge, Skills, and Abilities:

1. High School diploma and a year of previous experience working with individuals with disabilities in a workplace setting in the community preferred.
2. Training or skills and experience in training/coaching, systematic instruction, job, and task analysis.
3. Ability to work collaboratively, as a productive team member with the instructor, families, affiliate school and all agency personnel and stakeholders.
4. Effective interpersonal communication skills which promote personal relationships with interns, families, host business, Project SEARCH team members, and outside agencies.
5. Organizational ability, self-directedness, and initiative when given a variety of responsibilities and assigned tasks.
6. Ability to make decisions and problem solve with a team of service providers.

Note: The Skills Trainer will be expected to perform other duties as deemed necessary and appropriate by the CEO and/or designee.