

Employment Trainer**VARC, Inc.**

Reports to: Production Supervisor

Department: Employment and Training

Classification: Non-Exempt

Date: October 2, 2017

Approved:

**Job Summary**

Directly supervised by the Production Supervisor, the Employment Trainer plays an important role in implementing individualized services, pacing work flow and motivating workers to achieve optimum rates of productivity, while maintaining acceptable quality standards. Employment Trainers also provide continuous training and supervision to direct the efforts of workers, making sure necessary supplies are available and workers have a safe, neat, and comfortable work area.

Essential Functions

1. Assists in implementing all aspects of employment, including the achievement of productivity objectives, training, and the completion of all required documentation.
2. Assists in furnishing employees with materials and supplies to maintain an uninterrupted work flow.
3. Inspects all products for quality with adherence to quality assurance specification system, including documentation as required.
4. Maintains payroll records as assigned.
5. Acts as a role model displaying desirable work habits, i.e., adheres to all safety regulations, is on time each day and during breaks, and displays appropriate work attire and language suitable for a model worker.
6. Maintains a safe, neat, and orderly work area and teaches the importance of good safety practices.
7. Observes work of employees for quality and adherence to production requirements and reports all problems which may inhibit individual productivity.
8. Provides adequate and consistent supervision during breaks and lunch periods as assigned.
9. Assists clients in entering and exiting all transportation vehicles.
10. Assists clients with personal hygiene prompts and access to personal care items as needed.
11. Makes recommendations for additions/modifications to clients' services or production changes related to job setup, method, flow, etc.
12. Assists with Vocational Skills Training as assigned.
13. Reports all injuries and incidents as required.
14. Attends meetings and trainings as required.
15. Periodically transports clients as directed.
16. Actively participates in crisis prevention and intervention.
17. Accepts all other duties as assigned.

Qualifications

High school diploma or equivalent. Knowledge and/or experience working with individuals with varying abilities. Ability to lift 35 lbs. on a regular basis. Must possess a valid WI driver's license.

This description reflects the general details considered necessary to describe the principle functions of the job identified for the purpose of job evaluation. It should not be considered as a detailed description of all work requirements that may be inherent in the job nor shall be construed as giving exclusive title to every function described.

I have read my job description and understand it.

 Employee Signature

Date

 Supervisor Signature

Date