

SKILLS TRAINER**VARC, Inc.**

Reports to: Employment & Training Supervisor

Department: Employment & Training Services

Classification: Non-Exempt

Division: Vernon, Richland, Sauk, Juneau

Date: January 28, 2013

Approved:

**JOB SUMMARY:**

Directed and supervised by the Employment & Training Supervisor, the Skills Trainer plays an important role in pacing work flow and motivating clients in achieving optimum rates of productivity while maintaining acceptable quality standards. Skills Trainers provide supervision and assist clients in achieving their employment outcomes. Skills Trainers direct the efforts of clients, making sure necessary supplies are available and individuals have a safe, neat, and comfortable work area.

ESSENTIAL FUNCTIONS:

1. Trains and assists clients in achieving productivity objectives assigned to each job.
2. Assists clients with personal cares and hygiene needs, as directed.
3. Furnishes clients with materials and supplies to maintain an uninterrupted work flow.
4. Inspects products for quality with adherence to the quality assurance specification system, including documentation as required.
5. Maintains payroll records as assigned.
6. 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.
7. Reports all injuries and incidents, as required.
8. Actively participates in crisis prevention and intervention.
9. Maintains a safe, neat, and orderly work area and teaches the importance of good safety practices.
10. Provides adequate and continuous supervision during break times and lunch periods.
11. Observes and reports all problems which may inhibit individual productivity.
12. Makes recommendations to supervisor for changes related to job setup, method, flow, etc.
13. Attends meetings and trainings as required.
14. Assists clients in entering and exiting all transportation vehicles.
15. Transports clients as assigned.
16. Accepts other duties as assigned.

QUALIFICATIONS:

Associate degree in a developmental disabilities or mental health related field. Will consider experience in lieu of degree. Must possess a valid Wisconsin driver's license. Knowledge and/or experience working with individuals with varying abilities. Ability to lift 35 lbs. on a regular basis.

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 construed as a detailed description of all work requirements that may be inherent in the job nor shall it 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