



REACH

Resource for Education, Advocacy,
Communication and Housing

JOB OPPORTUNITIES

PLEASE POST

Title: Training Specialist

Application Closing: When filled

Number of Positions (1) one

Salary: Open

Primary Functions: Under the general direction of the Director of Education Services, provides supervisory and direct educational services, vocational services and practical application of skills and social behaviors necessary for optimum levels of independent/interdependent living in vocational life and personalized and individualized community settings for consumers with adaptive needs. Able to demonstrate ability to transport consumers safely in their own their vehicle and safely lift, push and pull consumers and their adaptive equipment.

1. To develop, implement and modify as necessary group and individual vocational and/or independent living skills programs and written schedules for consumers with adaptive needs.
2. To request information from all relevant sources regarding the consumers life history including work and training experiences and specific wishes and needs.
3. To schedule and conduct consumer conferences.
4. To participate in consumers IPP meetings and provide direct assistance to the consumer in the development of their Independent Living Skills and/or vocational objectives.
5. To develop and document written instructional and training plans and progress reports in order to attain a consumer's specific objectives.
6. To coordinate vocational objectives, plans and activities with each consumer and their assigned staff members.
7. To maintain an up-to-date knowledge of the most current practices related to living independently and work.

8. To recommend changes or additions in programming which would upgrade services to consumers directly to the Director of Education Services.
9. To participate in the decision making process for acceptance, dismissal and referral of consumers.
10. To provide group and individual instruction in order to execute the Individual Support Plans of each consumer.
11. To provide relevant data as to consumer progress.
12. To schedule and supervise instructional and training activities within the community.
13. To transport consumers to and from instructional and training activities in the community, when necessary.
14. When necessary, to participate in the selection process for filling the Training Counselor/Community Advocate positions.
15. To assign and delegate duties to the Training Counselor/Community Advocate in order to meet the Delta Services objectives.
16. To provide general supervision to the Training Counselor/Community Advocate including annual performance reviews.
17. To work in concert with the Vocational and Training Specialist in providing volunteer and paid work to consumers.
18. Actively participate in all REACH safety programs. Demonstrate exceptionally positive relationships with families, consumers and staff.
19. To carry out additional activities as requested by the Director of Education Services.

Education/Experience: A relevant professional license or teaching credential with authorization in special education or related field and one years experience with persons with adaptive needs; or a Bachelor's Degree with three years of experience in the field of adult services. Meets REACH's Risk Management Standards for transporting consumers.

Specific Skills: Demonstrated teaching abilities and a thorough knowledge of issues surrounding the education, housing and job development for adults with adaptive needs; an understanding of the current Developmental Disabilities System in the State of California and all current and best practices related to adult services; ability to manage, coordinate and direct staff; excellent written and oral communication skills. Familiarity with computer technology including Microsoft Word and Excel.

Application Procedure: Submit job application to REACH, 9300 Santa Fe Springs Rd., Santa Fe Springs, Ca 90670, Attn: Caryn Sanders, Director of Human Resources (562) 946-0467 ex. 402 or e-mail to csanders@reach.services

Selection Procedure: All applicants shall be screened for minimum requirements. Only the most qualified applicants will be invited to an interview. Thank you for your interest in REACH and Delta Services

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER