



Inst Asst 2 / Voc Trainer

Purpose Statement

The job of Inst Asst 2 / Voc Trainer is done for the purpose/s of providing support to the instructional program with specific responsibilities for assisting individuals enrolled in vocational training programs (East Bay Post High School, Special Education, etc.) develop vocational, social and independent living skills; assisting enrolled individuals with personal needs such as toileting, feeding, etc.; monitoring enrolled individuals activities both on and off campus; and assisting with the production aspects of the program.

This job is distinguished from similar jobs by the following characteristics: May work with disabled individuals over eighteen.

This job reports to Director of Programs and Services Director of Production and Finance

Essential Functions

- Assists with personal needs of trainees for the purpose of ensuring a safe and sanitary work/training environment and protecting the rights of individuals.
- Assists with the assessment referred individuals' vocational and academic strengths and weaknesses in relationship to vocational opportunities for the purpose of ensuring realistic vocational goals by providing recommendations to individuals, teachers, and parents.
- Attends meetings, training, etc. for the purpose of receiving and sharing information necessary to perform job functions.
- Completes work assignments in compliance with deadlines and expectations for the purpose of maximizing the training program and contributing to an effective and efficient work unit.
- Demonstrates knowledge of goals, objectives, training methods and behavior management for each assigned individual for the purpose of maximizing the training experience and developing appropriate expectations.
- Develops a working knowledge of policies, procedures, and trainee rights and responsibilities for the purpose of contributing to an efficient and effective program that complies with local, state, and federal rules and regulations.
- Ensures quality and quantity work standards are understood and met by trainees for the purpose of maintaining quality production and appropriate training.
- Maintains a variety of written, electronic and verbal confidential records (e.g. health records, progress reports, incident reports, time studies, time cards, observations, etc.) for the purpose of ensuring privacy for individuals and maintaining documentation of training and progress.
- Monitors individual performance and behavior in a variety of settings (e.g. off-campus work, training and production, lunch, breaks, etc.) for the purpose of providing adequate reinforcement, training, and feedback.
- Participates in a variety of meetings, workshops and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

- Provides specific instructions to trainees regarding production tasks for the purpose of maximizing trainee performance and minimizing confusion.
- Responds quickly to unexpected behavior problems in the training or work area and reports actions to the Program Manager for the purpose of protecting individuals, documenting behavior, and maintaining a safe, productive work/training environment.
- Safeguards individual rights of all enrolled individuals for the purpose of ensuring appropriate interventions, programs, and expectations according to local, state, and federal rules and regulations.
- Serves as a role model for trainees and projects a positive, professional image to a variety of entities (e.g. parents, referring agencies, business associates, customers, etc.) for the purpose of developing partnerships and maximizing training.
- Sets goals for trainees for the purpose of reinforcing quality and quantity of work and providing motivation for trainees.
- Teaches appropriate personal, social, and job-related skills to trainees for the purpose of ensuring a productive off-campus work experience.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; using pertinent software applications; adhering to safety practices; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation and skills and interests assessments.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; working with detailed information/data; and working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 40% walking, and 30% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Certificates and Licenses

CPR/First Aid Certificate

Continuing Educ. / Training

Required DSPD training - Initial 30 days and 6 months Crisis intervention for aggressive and assaultive behavior

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 2