

# Announcement of Jobs

August 2016—open recruitment with no cut-off date

- Position:** Training Specialists, Levels I and II. We have several positions open, depending upon staff availability. Work is available weekdays, after-school hours, evenings, or weekends. Training Specialists work with children and adults with developmental disabilities, teaching life skills, and providing respite for families of clients.
- Company:** Center for Community
- Position Location:** Sitka, Alaska
- Compensation:** Starting: \$13.55 an hour Level I and \$16.07 Level II. In between starting wages depending on education and experience.
- Status:** Several positions open: minimum of 16 hours per week up to 40 hours per week.
- Closing Date:** Immediate Openings, will continuously accept applications and make hiring decisions to meet staffing needs.
- Benefits:** Full time (40 hours per week) receives eight paid holidays per year, and 15 days of personal leave the first year. Group health insurance is available for full time or for employees working an average of 30 hours per week for six consecutive months.
- Requirements:** Minimum high school diploma/GED. Must be able to pass criminal background check, must have or take CPR/1<sup>st</sup> Aid. Valid drivers' license.

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**See attached detailed Job Description- starting on page 2-- for specific physical, educational, and other requirements for the Training Specialists.**

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## **Application Process:**

Submit a completed and SIGNED **Job Application** by email, in person, or by fax, to:

Center for Community  
Attn: Loretta Steward  
Email: [lsteward@cfc.org](mailto:lsteward@cfc.org)

Mail or in person drop off: 700 Katlian St., Suite B  
Fax: 907-747-4868

The standard Alaska Job Application is available at the bottom of the CFC JOBS webpage. Please notice that you can fill out the application form, print it, and then scan and email it to CFC. Or, you can fill in the form and then SAVE it to your computer and email it to CFC. However even though this application form shows an email icon (an envelope) at the top, this form cannot be emailed directly to CFC from the form's email icon.

**CENTER FOR COMMUNITY IS AN EQUAL OPPORTUNITY EMPLOYER.**

## **POSITION DESCRIPTION TRAINING SPECIALIST, LEVELS I and II**

Revised November 1, 2015

### **1.0 INTRODUCTION**

- 1.1 The purpose of this standard procedure is to define and establish the functional role, job requirements, reporting relationships, authority, responsibilities, duties and measurements of performance of the Training Specialist, Levels I and II, at Center for Community.

### **2.0: FUNCTIONAL ROLE**

- 2.1 The Training Specialist provides training and support to enable people with disabilities or other barriers to participate in community living. Skills taught by Training Specialists include but are not limited to: independent living skills, vocational skills on the job, recreational skills, community participation skills including physical access, use of businesses and event attendance, and social skills intended to enhance personal relationships.

### **3.0 REQUIREMENTS**

#### **3.1 Required Education and Experience:**

LEVEL I: High school diploma or GED required. Prefer also two years experience working with people who have intellectual or developmental disabilities, or persons with behavioral health issues or physical disabilities.

LEVEL II: Four full years post secondary education, in human services or a related field is preferred. In the first alternative, two years of post secondary education ( in human services or a related field is preferred), AND two years significant experience working with people who have intellectual or developmental disabilities, or persons with behavioral health issues or physical disabilities. As a third alternative, high school diploma or GED and four years significant experience working with people who have intellectual or developmental disabilities, or persons with behavioral health issues or physical disabilities.

- 3.2 Other Requirements: Must not have been convicted of abuse, neglect or a felony. Must be free from communicable diseases. Depending upon assignments, may need to pass medical test to ascertain employee is free from pulmonary tuberculosis. . Must have never been barred from providing home care by a state or federal agency.
- 3.3 Skills, Knowledge and Abilities: For all skills, knowledge, and abilities, the Training Specialist II level is expected to possess these attributes at a high level, and Training Specialist Level I is expected to possess all of these attributes at a minimum to moderate level.
- a. Ability to work independently, be accountable and exercise common sense and good judgment. Must: be thoroughly knowledgeable of organization policies and procedures, able to plan and organize all service activities, use basic statistical data, and possess the ability to identify and solve problems.

b. Language Skills” Must be able to speak and communicate effectively in English and be able to read and understand service and/or habilitation plans. Must be able to write accurate reports regarding training activities performed with clients. Must be able to verbally communicate with people who may not be able to express themselves effectively, or do not have the ability or experience to understand the complex systems that are affecting their lives.

c. Physical Abilities: While performing the duties of this job, the Training Specialist is frequently required to negotiate stairs in public areas and private residences, get in and out of cars, hear and talk on the telephone, and use a computer and other telecommunication equipment. It is typically required that employee walk or stand for long periods of time; occasionally requires sitting, kneeling, or crouching. Training Specialists may need to assist clients with walking or gait difficulties, and should be able to support the leaning weight of an ambulatory person of up to 125 pounds. In working with very young clients, Training Specialist needs to be able to lift and carry a child of up to 40 pounds. Specialist needs to be able to lift client equipment weighing up to 40 pounds.

Training Specialists are almost always required to drive company-owned cars, and sometimes the specialist’s own vehicle.

d. Intellectual abilities: The Training Specialist must be able to read and understand client-related documentation, including but not limited to assessments and evaluations, service or habilitation plans, and correspondence. Must possess basic math skills. Must be flexible and able to adapt to changes in any schedule.

e. Ability to work in varying work environments: Most work is performed in the participants' homes, schools, businesses or other community locations, with some work required in Center for Community office environment. There is frequent travel by car. Occasional plane or boat travel could be necessary for training, schools or meetings.

f. Licenses Required: A valid Alaska driver's license. Must maintain certification in CPR Training and First Aid Training. (Training must be completed before a hired applicant starts work). Applicant must be willing to use methods learned in CPR or First Aid Training with a client, when needed.

## **4.0 REPORTING RELATIONSHIPS**

4.1 The Training Specialist reports to the DD Program Supervisor or Supervisors.

## **5.0 AUTHORITY**

The Training Specialist is given the authority to provide training and support activities for the client within the confines of the service and or habilitation plan and regulatory guidelines. This authority may be expanded or limited by the Program Supervisor on a case by case basis.

5.1 Engage in activities required to implement the training and or support objectives defined in the service and or habilitation plan.

5.2 Take immediate action to prevent a serious safety issue while performing activities within the client's plan.

5.3 Modify assigned training and or support activities in response to presenting opportunities or difficulties.

## **6.0 RESPONSIBILITIES**

6.1 . Identify and implement training and support activities that are age-and culturally appropriate and that result in an improvement to the quality of life and satisfaction for individuals being served.

6.2 Maximize opportunities for clients' community participation and carry out training and support activities in a manner that supports community inclusion of people with disabilities.

6.3 Promote self-confidence and self-esteem of clients.

6.4 Perform all activities following approved Center for Community policies and procedures. Endorse and support the company policies and procedures, and provide feedback on developing issues to Program Coordinator. Represent Center for Community in a professional manner at all times.

6.5 Ensure all reports, incidents, and changes in activities are reported in a timely manner to Program Supervisor.

6.6 Keep informed about current knowledge, research and trends related to the position.

## **7.0 DUTIES**

7.1 Assist the Program Supervisor in the process of determining service and/or habilitation plans by participating in planning meetings or providing relevant information. In conjunction with the Program Supervisor, provide information as needed to any Care Coordinators of clients.

7.2 Identify least restrictive supports that will enable client to achieve goals set out in the service or habilitation plan.

7.3 Develop training activities appropriate to individual client's learning styles .

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7.4 Implement training or support activities that will accomplish the goals recorded in the service or habilitation plan.

7.5 Develop task analyses and use formal data collection methods to measure effectiveness of service or habilitation plan.

7.6 Observe client training activities and supports to determine their suitability, and notify Program Supervisor of changes in client needs.

7.7 Take advantage of existing community participation opportunities for client training and support activities.

7.8 Conduct activities that promote client's self-confidence and self-esteem through positive interaction and motivational techniques.

7.9 Plan daily training and support activities in a way that fosters quality and maximizes the efficient use of agency resources.

7.10 Adhere to contract specifications such as allotted supported living units.

7.11 Report any variance from contract specifications to Program Supervisor.

7.12 Maintain accurate, timely and relevant records including daily case notes, time records, and other data as requested by the Program Supervisor.

7.13 Engage in regularly scheduled meetings with other Training Specialists to share information related to participants or service and/or habilitation plans.

7.14 Participate in agency meetings and contribute to positive working environment.

7.15 Perform as needed, hands-on care for clients who need assistance with activities of daily living during the client's periods of services. Hands-on care may include assistance with toileting, incontinence care including cleaning of the client or guiding client through self-cleaning, direct assistance with eating, transferring, locomotion, bathing, or grooming or assistance with those tasks. Related duties may include clean-up of the area used for client's activities of daily living.

7.16 Perform other duties or assist with special projects assigned by the Program Supervisor.

## **8.0 PERFORMANCE AND DUTY EXPECTATIONS DIFFERING BETWEEN TRAINING SPECIALIST I and II LEVELS.**

**Training Specialists I** are expected to carry out the duties of this Job Description with ongoing assistance and guidance from the Program Supervisor. Training Specialists Level I may not be able to deal with clients whose behavior or needs are more difficult or challenging than the average client's. The Training Specialist Level I may not be capable of serving the more challenging clients until the TS I has gathered more training and more experience on the job with other less challenging clients.

**Training Specialists II** are expected to carry out the duties of this Job Description with more independence, although still seeking as needed assistance and guidance from the Program Supervisor. Training Specialists Level II are expected, because of their greater level of education and/or experience, to be capable and willing to serve any client in the agency's caseload, once the Training Specialist Level II has received a chance to learn about the particular client and to be trained with and about the particular client.

Training Specialists Level II will only be excused from working with any assigned client after the DD Program Supervisor has provided additional, client-specific training and after the Program Supervisor agrees that the particular client and the particular TS Level II cannot work successfully together in the long run.

The TS Level II may still be assigned to that particular client in short-term situations where no other TS staff are available to meet the client's service needs. The DD Program Supervisor will make a written memo excusing the TS Level II from either long-term work with the client, or also from short term work with the client, and place it in the TS II's personnel file. The DD Program Supervisor will note whether Supervisor found it to be in the best interests of the client for this TS II to be excused, or whether the TS II was not capable of successful work with the client even after extra training and counseling, or whether the client's behavior posed an unmanageable degree of risk of harm to the TS II.

A Training Specialist Level II who is hired after November 1, 2015, at the Level II position, may be re-classified as Training Specialist Level I, with a corresponding change in level of wages, on written notice of at least one pay period, if the TS Level II:

- a. is not willing to work with any assigned client, or,
- b. is not capable of successfully providing service to a significant portion of the clients with developmental disabilities in the agency's caseload,

unless working with the client(s) has been excused by the DD Program Supervisor as described in the paragraphs above.

## **9.0 WAGE SCALES FOR TRAINING SPECIALISTS BASED ON EDUCATION AND SPECIFIC EXPERIENCE**

**Effective December 1, 2015:** CFC will recognize three starting points on the CFC Pay Scale for wages for Training Specialists:

- Training Specialist Level I (a), with high school diploma or GED, starting wage same as Respite on pay scale, and after six months successful employment as training specialist, may be moved up one step on the pay scale for Training Specialist;
- Training Specialist Level I (b), with a two year college degree, starting wage same as CDPCA on pay scale, and may be moved to ABPCA wage on pay scale after six months of successful employment as training specialist; and
- Training Specialist Level II, with a four year college degree, starting wage at DD Training Specialist Level II on pay scale. (TS II and this wage are also subject to the conditions laid out for that job level in Section 8 above.)

For any employee hired in the TS I (a) or (b) positions or after December 1, 2015, if the TS qualifies for the wage increase after six successful months, that employee may still be eligible for an additional one or two step merit increase on the employee's next merit anniversary date (subject to what the CFC board has declared as the allowable merit increase step range for the applicable budget year); in other words the merit anniversary date does not change if there is a wage increase six months after initial hire.

**Substitution of Employment Experience for College Education:** Two years of successful employment at a school as a para-professional in support of students with I&DD or other special needs may be substituted for one year of college, for the purposes of the starting wage levels for TS I (b) and TS II positions. Also, a two year college degree plus four years or more of school para employment may qualify the person to start at a TS II level. (All promotions to or starting wages as TS II are subject to all other conditions for being a TS II as described in Section 8).

CFC will not consider other types of employment in health care or social services related fields as substituting for years of college.

**Temporary Paragraph:** Effective November 1, 2015, those Training Specialists Level I who have successfully worked in the TS position for at least 90 days, and who meet the education or experience qualification described in this section as justifying a starting wage at TS Level I(b) and whose TS I wage is below the wage described above for TS I(b), shall have their TS I wage raised to the (b) level. Similarly, any TS Level I who have successfully worked in the TS position for at least 90 days, and who meet the TS Level II requirements based on the para employment and their willingness to meet TS II conditions in Section 8, shall have their TS I wage raised to the same as the TS II Level starting wage. For these employees receiving a wage rate increase that became effective on Nov. 1, 2015, this wage increase will not have an additional merit increase step applied on top of it during the period of FY16 (July 1, 2015- June 30, 2016).