

Cantalician Center Community Services – Job Descriptions

Vocational Trainer

SUMMARY OF DUTIES

The Vocational Trainer provides direct individualized work skills training and supervision to individuals receiving services (hereinafter referred to as “individuals”) in a work setting. The vocational trainer works with the Rehabilitation Team in developing, implementing, providing intensive job training and documentation of vocational goals and is responsible for monthly documentation.

REPORTING RELATIONSHIP

Reports to the Employment Opportunity Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assists the individuals in developing work skills, habits and attitudes.
- Assimilates individuals into work environment
- Facilitates communications between individuals and the employer regarding issues of: production expectations, rules of conduct and safety.
- Monitors quality and precision of work produced to ensure conformance with job specifications
- Observes, monitors and records individuals' progress in vocational skills development in relation to service plan objectives.
- Adapts work methods to meet individuals needs
- Sets up specific job tasks to accommodate training needs.
- Applies behavior management techniques as needed
- Foster a positive and supportive work environment for the individuals receiving services.
- Transports individuals receiving services
- Provides documentation vocational goals for individuals receiving intense training, monthly documentation and meets regularly with individuals' rehabilitation counselors and circle of support in compliance with regulatory requirements and Agency standards.
- Familiarity with health and safety requirements and regulations individuals
- Demonstrates the ability to work independently as well as in conjunction as with other staff members.
- Attends staff meetings.
- Participates in inter-disciplinary meetings as needed.

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- Participates in Agency in-service, staff meetings, and general leadership meetings and training.
- Utilizes Strategies for Crisis Intervention and Prevention (SCIP) procedures when necessary.
- Consistently complies with all Agency policies and procedures.
- Constantly maintains high performance standards at work with regard to personal behavior and interactions with staff, individuals and outside agencies.
- Performs other duties as assigned.

SKILLS & ABILITIES

- High level of written and oral communication skills
- High level of interpersonal skills
- Knowledge of computer and ability to utilize word processing programs
- First Aid, training will be provided upon hire

EDUCATION & TRAINING

Preferred: Associate's Degree plus two years experience in production or manufacturing and/or work with the developmentally disabled population and valid New York State driver's license in good standing.

Minimum: High school graduate or equivalency diploma and valid New York State driver's license in good standing.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation(s).

PHYSICAL DEMANDS

On-the-job time is spent in the following physical activities conditions.

Show the amount of time by checking the appropriate boxes below.

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Stand		X		
Walk		X		
Sit			X	
Talk or hear				X
Use hands or fingers, handle or feel				X
Push/Pull		X		
Stoop, kneel, crouch or crawl			X	
Reach with hands and arms		X		
Stair climbing		X		
	None	Up to 1/3	1/3 to 1/2	2/3 or more
Outdoor weather conditions			X	
Work near moving mechanical equipment			X	

how much and how often by checking the appropriate boxes below.

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Up to 10 lbs.			X	
Up to 25 lbs.			X	
Up to 50 lbs.			X	

This job has special vision requirements. Check all that apply.

- Close Vision (clear vision at 20 inches or less)
- Distant Vision (clear vision at 20 inches or more)
- Color Vision (ability to identify and distinguish colors)
- Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes
- Dept Perception (three dimensional vision; ability to judge distances and spatial relationship.
- Ability to Adjust Focus (ability to adjust eye to bring an object Into sharp focus)
- No Special Vision Requirements

Specific demands not listed:

Ability to work under pressure. Multi-task

WORK ENVIRONMENT

This job requires exposure to the following environmental

Amount of Time

The typical noise level for the work environment is:
Check all that apply.

- Very Quiet
- Quiet
- Moderate Noise
- Loud Noise
- Very Loud Noise

Hearing:

- Ability to hear alarms on equipment

- Ability to hear students/individual calls

This job requires that weight be lifted or force be exerted.
Show Ability to hear instructions from department staff

REPETITIVE MOTION ACTIONS

Number of Hours

Repetitive use of hands	0	1-2	3-4	5-6	7 +
A. Right only					
B. Left only					
C. Both					X

Grasping: simple/light:

A. Right only					
B. Left only					
C. Both					X

Grasping: Firm/heavy:

A. Right only					
B. Left only					
C. Both			X		

Fine Dexterity:

A. Right only					
B. Left only					
C. Both					X