

**Pine Castle, Inc.**  
**Job Description**  
**JOB TITLE: Training Specialist/One on One**

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<b>EXEMPT:</b> No	<b>SHIFT:</b> 8:30 am - 2:30 pm M-F (6.0 hour work day)
<b>DEPARTMENT:</b> T.E.S.S.	<b>LOCATION:</b> Activity Area Varies
	<b>REVISION DATE:</b> 10/19/2009
<b>PREPARED BY:</b> _____ Training Coordinator	<b>DATE:</b> 10/23/2002
<b>APPROVED BY:</b> _____ Jonathan May Executive Director	<b>DATE:</b> 10/23/2002

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**SUMMARY:**

Monitors progress toward habilitation goals for persons in a workshop or residential setting who have disabilities and wish to enter the job market through the utilization of pre-vocational training, counseling, skills acquisition and group educational experiences. Directs, coordinates, trains and assists in training activities for persons in a habilitation setting.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

Conducts behavioral observations and assessments, while providing all training activities (i.e. production training, creative learning time, etc...)

Implements and follows individual program plans and behavior management programs. Coordinates with the Training Coordinator to develop behavior supports for individuals with special needs.

Training and monitoring of participants in safety procedures and to provide first aid as needed.

Optional hours are determined by participant needs by the Director of the program.

Provides Behavior Management Support and recommends or initiates other measures to control behavior.

Assist participant with daily living and self-care skills when needed.

Required to model and encourage identified behaviors and skills through supporting participants to achieve desired outcomes that have been identified.

Responsible for shop coverage and participant assistance for emergency reasons (i.e. incontinence, soiled clothing, etc...)

Required to complete all forms that relate to program training and skills acquisition and behavioral supports.

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Required to review Annual Support Plans and Quarterly Progress Reviews of Support Plans.

Accompany residential staff on medical appointments to assist with behavior modification when needed.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises and trains participants in assigned activity areas. Carries out training responsibilities in accordance with the organization's policies and applicable laws. Train participants; plan, assign, and direct activities; appraise performance; follow behavioral guidelines for participants; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED); and one year experience working with persons with developmental disabilities; or equivalent combination of education and experience. Experience with or willingness to obtain required behavioral analysis training.

An Associate Degree may substitute for the required experience.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write required reports and documentation. Ability to present effectively before groups of participants or professionals.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid FL Driver's License or valid FL ID; including proof of insurance as needed.

Maintain all required certifications needed to meet standards. First Aid, CPR, HIV/Aids and Infection Control certification, etc. should be attained within 90 days of employment and must not expire for continued employment.

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**OTHER SKILLS and ABILITIES:**

Ability to make behavioral observations and express events in clear, concise, written form.  
Ability to understand capabilities and needs of persons with disabilities.  
Ability to provide high level, quality work.  
Ability to remain flexible in the acceptance of the constant flow and interruption of new production training materials, which includes the meeting of production quotas.  
Knowledge of professional ethics related to client confidentiality.

**PHYSICAL DEMANDS:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit, stoop, or kneel.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate.

**COMMENTS:**

I acknowledge that the duties listed on my position description have been reviewed with me.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

