

## Client Training Supervisor

**Job Code**  
8313F1

**Job Title**  
Client Training Supervisor

**Pay Grade**  
22

### CONCEPT:

Evaluates the effectiveness of specialized, individualized intensive client training programs for special needs clients in a state-operated facility. Develops and evaluates training curricula, strategies and methodologies and supervises direct care staff who oversees programs. May develop and monitor vocational training and work programs for clients in a state-operated facility.

### TASKS:

- Interviews clients in order to assess work readiness or need for individualized training.
- Designs and implements an intensive specialized developmental training program.
- Oversees individualized training, vocational training, or work programs for clients.
- Researches and evaluates trends in client training; develops training curricula and training materials; and designs and develops on-ground and community-based training sites which are conducive to an effective teaching/learning environment.
- Supervises staff; assigns staff to specific training programs; and may provide training to employees of community-based work sites.
- Reviews programs to ensure that client needs are being met and are in compliance with local, state and federal requirements; recommends changes to related policies, procedures and processes; and keeps required records and documentation.
- Coordinates training programs; determines and supervises the implementation of changes to individual training programs; and may recommend the termination of client participation in a training program.

### LEVELS OF WORK

- Class Group consists of one class.

### MINIMUM REQUIREMENTS:

One year of experience in direct care.

### NECESSARY SPECIAL REQUIREMENTS:

Some positions require an approved drug test unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties.

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