Client Training Supervisor

Job Code	Job Title	Pay Grade
8313F1	Client Training Supervisor	25

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.

REF: 12/13
REV: 6/24