Resident Training Coordinator

Job Code	Job Title	Pay Grade
8314F1	Resident Training Coordinator	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 and strategies. May develop and monitor vocational training and work programs for clients in a state-operated facility. Communicates with individuals receiving services, staff and advocates those skills. Provide employment training and supports to individuals.

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.
- 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, conducts and monitors staff training activities to meet the needs of new employees, support on-going staff development, and contribute to the retention of a well-trained work force.
- Implements staff development activities in response to the needs of the residents, staff, team direction, and organizational requirements.
- Ensures accountability of resident's money that is at the cottage, collects receipts for purchases, and works with accounting to keep records accurate, balanced, and all money accounted for.
- Serve as mentor to assist staff to communicate with individuals receiving services using methods most functional for the individual and to communicate within cottage support team to facilitate, problem solve and support attainment of personal outcomes.
- Facilitate peer work groups and support sharing of good ideas and practices across settings.
- Facilitates opportunities for individuals to develop relationships and participate in educational activities off campus to acquire skills to help each meet personal goals.
- Networks with facilities, businesses and agencies in the community to secure supports and services requested by individuals.

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.

NC: 11/23
REV: 6/24