

TRI-VALLEY DEVELOPMENTAL SERVICES, INC
Job Description

JOB TITLE: ASSISTANT TRAINER AND MED AIDE

EXEMPT:	No	SHIFT: As Assigned
DIVISION:	ADMINISTRATION	
SUPERVISOR:	Human Resources Director/Agency RN	
PREPARED BY:	Lea Chickadonz	
APPROVED BY:	DATE: 11/25/2019	

SUMMARY: Responsible to conduct and document all staff training necessary to satisfy licensing, governmental and Tri-Valley requirements. This position will also assist the agency nurse by maintaining client medical records while maintaining the highest level of integrity and confidentiality of such files.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Other duties may be assigned.

COMMUNITY SERVICE PROVIDER (CSP) DUTIES:

Assistant Trainer:

Presents established and effective methods, techniques, and ideas in the professional human service approaches for adults with developmental disabilities.

Confers with training coordinator and other management as appropriate to determine training objectives, conducting training sessions covering identified and approved specified areas.

Confers with training coordinator and management to gain knowledge of work situation requiring training for employees to better understand changes in policies, procedures, regulations, and technologies.

Assists with recording staff in-service hours.

Tests trainees to measure progress and to evaluate effectiveness of training.

Reports on progress of employees under guidance during training periods.

Must maintain current MANDT and CPR/First Aid teaching certifications.

Assists in providing orientation for all new employees.

Medical Aide:

Sorts and files incoming client medical information.

Enter client medical information into database.

Assist agency nurse with daily/monthly reports.

Presents positive, fair, and accurate image of Tri-Valley Developmental Services, Inc. to staff and public.

Attends and participates in Agency In-services and Staff meetings as required.

COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION (CDDO) DUTIES:

On-going training of staff: CPR/First Aid, ANE, Bloodborne Pathogens and Ten Performance Standards.

Assists in providing orientation for all new employees.

QUALIFICATION REQUIREMENTS: High School diploma or equivalent, computer experience, and two-year experience working with persons with developmental disabilities required. College degree and experience instructing adults in a learning environment strongly preferred. Driving record must be acceptable to Tri-Valley's insurance carrier.

OTHER SKILLS AND ABILITIES: Ability to establish and maintain effective working relationships with persons with developmental disabilities, parents and guardians, co-workers, management personnel, and the public. Good sound professional judgment, honesty and integrity required. Must have strong written and oral communication, planning and organizational skills. Must be capable of independent work activity.

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 stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands for fine and gross motor skills. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 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.

The work environment is typical of an office and training classroom. The noise level in the work environment is usually moderately quiet.

Formal application, rating of education and experience; oral interview and reference checks; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between Tri-Valley Developmental Services (TVDS) and employee and is subject to change by TVDS as the needs of TVDS and requirements of the job change.

Employee's signature

Date

Supervisor's signature

Date