



Skill Development Trainer Job Description

Prerequisites:

- Open availability from 8:00 AM – 3:30 PM, shifts assigned based on availability during training (Shifts: 8:00 AM – 2:00 PM, and 9:00 AM – 3:00 PM)
- SDTs must have the ability to read, write, and communicate fluently in the English language.
- SDTs must have a minimum High School diploma or equivalent
- SDTs must be 21 years of age or older; or turning 21 years of age within the 3-month probationary period
- SDTs must be CPR/First Aid certified prior to commencing work. AEC provides training.
- SDTs must have a reliable vehicle with current California registration. The auto-insurance policy must specifically cover their personal vehicle for work purposes. Employees must be named on the Insurance policy.
- SDTs must be able to pass any drug screening and must maintain drug free in any subsequent random drug screening.
- SDTs must be able to pass a criminal records clearance through FBI/DOJ inclusive of:
 - No felony convictions within the past 7 years
 - No convictions for drug possession or use within the past 7 years
 - Never had a conviction for drug trafficking or manufacturing
 - No conviction for assault within the past 7 years
 - No pattern of illegal activities within the past seven years
 - Never had convictions for a sexual offense
 - Never had a conviction for murder
- SDTs must have a DMV driving record that is free of 2-point convictions for the past three years from the date of hire, including no DUI's, reckless driving only if it is the result of a downgraded DUI, or driving with a revoked license.
 - Additionally, any driving record with 3 points in the last 12 months will not be eligible for hire
 - Driving records with hit and run are not eligible for employment
 - Driving records with reckless driving, not related to downgraded DUI are not eligible for employment

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Under the direction of the Quality Assurance Manager, Assistant Managers, and Quality Assurance Supervisors, SDTs will work hands on with developmentally disabled consumers both onsite and in the community to help them achieve the goals outlined in their Individual Service Plans. SDT's will assist consumers in developing and completing their schedules as they participate throughout the day and provide additional support for persons served when necessary.

Job Responsibilities

- SDTs will utilize their vehicles to provide transportation for persons served to and from approved locations and any community-based training locations that are designated on the daily schedule.
- SDTs are responsible for reading and understanding both the Behavior Assessment and Individual Service Plan (ISP) for each person(s) served.



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- SDTs will ensure the safety and well-being of the person(s) served on a daily basis and under no circumstances break from the person(s) ratio assigned.
- SDTs must intervene to protect the safety of others in the community if your Participant is a threat to others.
- SDTs will read and understand persons served rights and provide services that DO NOT violate any of the persons served rights.
- SDTs, when applicable, will assist persons served and provide support with daily living skills, which include but are not limited to toileting, dressing, brushing teeth, eating, drinking, and personal care/hygiene.
- SDTs will become certified in non-violent physical interventions through the Crisis Prevention Institute, by attending training at Adult Enrichment Center within the first 180 days of employment.
- SDTs will read and be able to demonstrate knowledge of policies and regulations pertaining to employment at AEC.
- SDTs will attend monthly meetings on the third Tuesday of each month at AEC. Monthly meetings are mandatory. Monthly meetings are vital and essential for continued education and training.
- SDTs must always interact professionally, with consumers, caretakers, parents, visiting persons, community members, fellow staff, managers, and governing organization staff.
- SDTs will guide Participants in completing planned activities as outlined on the daily schedule. Any changes to schedules must be requested and approved by supervisory staff before executed changes take place.
- SDTs will maintain daily written documentation of their persons served progress with goals, daily happenings, and interactions with staff and peers.
- SDTs are responsible for checking their consumer's daily mental and physical well-being, and reporting any unusual findings immediately to their supervisory staff.
- SDTs may be required to complete light janitorial work at the conclusion of the days end to clean the facilities.
- SDTs vehicles must be maintained in accordance with all transport and vehicle policies.

Working Conditions:

Job may be completed both onsite at the facility, or offsite at various community-based training locations. Staff may encounter non-compliant, assaultive, or other aberrant behaviors from the persons served they support. They are expected to receive proper training provided by AEC for managing these crisis situations.

Physical Requirements:

Ability to walk, stand, stoop, bend, push, and lift 50 lbs.

