

ANNE GRADY CORPORATION

JOB CLASSIFICATION: Trainer
DEPARTMENT: Training
TITLE OF POSITION: Success Ambassador
IMMEDIATE SUPERVISOR: Training and Development Coordinator
NORMAL WORKING HOURS AND SCHEDULE: 40 hours flexible as needed

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE, SKILLS, AND ABILITIES: 1) High school graduate or GED required; 2) Experience working with I/DD individuals; 3) Mentorship/ Training experience preferred; 4) Knowledge of organizational and department specific policies and procedures; 5) Ability to lead; 6) Ability to motivate others; 7) Ability to make independent decisions; 8) Knowledge Individual plans, guidelines and programs; 9) Ability to push, pull, bend, sit, stand, and stoop for extended periods of time; 10) Ability to lift 50 pounds; 11) Ability to regularly, intermittently, and spontaneously lift, transfer, and reposition individuals; 12) Good driving record is preferred; 13) CPR/First Aid trainer and medication administration certificate required. 14) Computer skills preferred. 15) Excellent verbal and written communication skills required. 16) Flexibility of schedule to meet the needs of new staff assigned to the home.

POSITION RESPONSIBILITIES

1. Provides in-home and hands-on training, mentorship and coaching to all new direct care staff based on the training guidelines developed.
2. Provides in-home direct care for individuals served as needed using the opportunity to mentor other staff on the homes.
3. Provides ongoing support to ensure all direct care staff are providing quality care safely and efficiently.
4. Ensures completion of all training-related documentation and paperwork during the onboarding process as well as maintaining required documentation electronically on SkyPrep.
5. Trains direct care staff in personal care and grooming of individuals served, including special care as needed.
6. Trains direct care staff on proper documents on programming and guidelines as well as assisting with implementing all guidelines for people served and reminds staff, as necessary, to document on their caseloads prior to leaving for the day.
7. Maintains a clear understanding of the various needs of the individuals served and understand access of resources to attain this information.
8. Works closely with members of the training department, department leaders, therapy, and recreational team to identify training needs for direct care staff.

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9. Serves as a Certified American Heart Association CPR Instructor and maintains medication administration certification
10. Serves as the primary point of contact between the Training Department and new employees and their assigned department leaders.
11. Attends meetings and training as needed and assigned.
12. Always represents Anne Grady and the Training department professionally while maintaining a positive attitude with a solution focused mindset.
13. Works with direct care staff to develop personal and professional development plans as desired.
14. Assist with updating training material, checklists, guidelines, and protocols to provide regulatory compliance and as needed.
15. Maintains any required documents for training provided to direct care staff.
16. Models a behavior that is professional, ethical, and exemplary at all times.
17. Recognizes any systemic deficiencies in terms of training and suggests solutions to make appropriate changes.
18. Exemplifies Corporation philosophy and follows all policies and procedures.
19. Maintain a working knowledge of SkyPrep, payroll processes, employee benefits /resources to be able to support direct care staff with any questions and concerns.
20. Ensures that individuals are free from abuse and neglect to the extent possible and report to a supervisor immediately of any situation that may infringe or may have infringed on an individual's right to be free from abuse and neglect.
21. Performs related responsibilities, activities, and duties as required.

List of positions directly supervise.

If more than eight, list totals only.

Signature of Employee Date

Form Pr-105

Created 6/16/2022

Signature of Department Director