Elite Support

Skills Support Specialist

JOB SUMMARY:
Under supervision, provide individualized vocational training to participants (adults with varying degrees of learning, behavioral, emotional, and developmental disabilities) and organize all aspects of job site placements.

Specific Duties

1. Assist the field supervisor in the development and implementation of the vocational plan for each participant
2. Develop daily work schedules of tasks to be performed by participants and monitor for quality and completion
3. Circulate in participants' work area at least 80% of workday and maintain detailed and accurate records/progress notes on participants work habits, skills, behaviors, etc.
4. Act as a role model and teach job tasks to participants and monitor quality control of work performed
5. Assist participants in mastering good work habits and skills necessary to succeed on the job such as the importance of punctuality, good attendance, following instructions, communication, getting along with co-workers and supervisors, social and interpersonal skills, and self-care skills (hygiene and grooming), etc.
6. Assist participants in learning independent living skills related to work. This may include travel training (use of public transportation), basic money management (counting money, receiving change), self-advocacy (communicating needs, wants & desires)
7. In consultation with field supervisor handle job/training site complaints and problems
8. Participate in transporting and/or accompanying participants on public transportation
9. Working closely with the Administrator/Human Resource and field supervisor to ensure Participants' safety
10. Develop working knowledge about job/training site company policies, work duties and responsibilities. This entails ensuring quality control standards of job/training site contract specifications are maintained; and that all machinery (vacuum cleaner, extension cords, copiers, etc.) are in safe operating condition prior to use and that all safety guards (wet floor signs, etc.) are in place as needed. Will correct and/or report unsafe conditions to job/training site supervisor immediately
11. Responsible for completing any other job-related duties and special projects as assigned by management,
12. Organize job interviews, mock interviews, and resume creation for participants.

Qualifications
• Bilingual – English and Spanish preferred
• Excellent writing skills
• Must be proficient in Excel, Word, and Access
• Must have strong data base management experience
• Must be detailed oriented in Record Keeping
• Must be able to multi-task
• Ability to handle a fast paced work environment

Hiring organization
Elite Support

Employment Type
Full-time

Working Hours
Full-time (40.00 Hours per Week)

Date posted
May 21, 2023

- Ability to perform various job tasks i.e. janitorial, food service, and clerical in order to demonstrate for participants
- Ability to self-manage and prioritize
- Must be very resourceful
- Must be reliable and punctual
- Able to work overtime if necessary
- Must be proactive
- Strong interpersonal and problem solving skills
- Ability to perform basic math calculations

Education
Associate degree or equivalent

Experience
Two years teaching/coaching/instructing individuals (preferably adults) with developmental, learning, emotional or physical disabilities in a direct client service position

Requirements
- Knowledge of and adherence to Material Safety Data Sheets may be required depending on job site requirements
- Must have a Valid Driver's License and Vehicle Insurance per CA requirements
- Must have a Vehicle that is reliable in good working condition
- Must be able to work a flexible schedule and adapt to schedule changes
- Must be able to pass fingerprint background clearance
- Health Screening (Physical) dated within 1 year from hire date
- Negative TB test screening dated within 1 year from hire date
- Current CPR and First training with documentation