

Position: SKILLS TRAINER

Non-Exempt

Job Description

Under the general direction of the Program Coordinator this position is responsible for meeting the treatment needs of YAS clients. Skills Trainers are directly responsible for a caseload, with clients ranging in age from 5 years to 21 years of age. Skills Trainers must exercise sound judgment and demonstrate effective communication skills. This position must have the capability to provide behavioral interventions and to teach problem solving. Skills Trainers must conduct their professional life as a socially appropriate model for YAS clients.

“Skills Training” means actively teaching a youth to exhibit appropriate social and emotional behavior, develop healthy peer and family relationships, provide self care, and engage in conflict resolution. Skills training includes skill instruction, skill practice, redirection, feedback, positive praise, role modeling, promoting, encouraging, and coaching.

Essential Job Functions

- Teaches coping skills to individual clients and groups during activities.
- Communicates effectively with a wide range of children and families.
- Maintains consistent structure and provides therapeutic limits.
- Provides proactive interventions.
- Demonstrates skills in active listening therapy.
- Demonstrates initiative and uses effective problem solving skills.
- Assesses situational risk, and crisis conditions.
- Documents daily treatment notes which meet agency policies and state and federal regulations.
- Implements and monitors clients’ treatment plans.
- Demonstrates an understanding of psychiatric symptomology and therapeutic medication usage and seek appropriate consultation on medication side effects when applicable.
- Identifies risk situations for closer supervision.

- Understands and maintains client confidentiality.
- Follows written protocol from medical personnel.
- Responds appropriately to crisis without immediate backup, and responds to emergency situations, medical, fire, etc.
- Attends weekly staff meetings.

Knowledge, Skills and Abilities

- Understand that behavior problems are an opportunity for therapeutic teaching
- Demonstrate an understanding of cultural issues in the treatment process.
- Appropriate sensitivity to client and family needs.
- Understand the importance of and maintain a clean, healthy living environment.
- Self-awareness of one's own developmental issues.
- Ability to use First Aid and CPR
- Actively use agency policies and procedures.
- Utilize MS Word and Excel to perform administrative tasks.
- Communicate effectively both orally and in writing.
- Demonstrate basic computer skills
- Lift and move up to 50 lbs.
- Perform other related tasks as assigned.

Licenses and Certificates Needed

- Current Alaska driver's license
- Possess a valid driving history for the past 5 years
- CPR Certification (current)

- First Aid Certification (current)
- TB test (current)

Minimum Qualifications

Bachelor’s degree with an emphasis in human services, social work and education preferred. Core training and Certification in residential childcare and/or other applicable training completed within six months of hire can be substituted for education requirement.

I acknowledge that I received a copy of this job description.

X _____

Signature

____ / ____ / ____

Date

NOTE: YAS is a dynamic organization changing as needed to best address its goals. This job description is representative of duties at a moment in time and is intended as a “living document” updated periodically to reflect changes in job responsibilities and/or emphasis. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job and identify performance measures and potential training needs.