

EMPLOYMENT AND TRAINING ASSISTANT

VARC, Inc.

Reports to: Employment and Training Supervisor

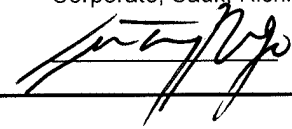
Department: Rehabilitation

Classification: Non-Exempt

Division: Corporate, Sauk, Richland

Date: May 16, 2008

Approved:



JOB SUMMARY:

Directed and supervised by the Employment and Training Supervisor, this position assists in the implementation of the individualized service and support plans. The primary responsibility of this position is to provide continuous training and supervision for all assigned clients.

ESSENTIAL FUNCTIONS:

1. Assists in implementing Individualized Service and Support Plans, records goal progress (i.e. productivity, attendance, etc) and completes required paperwork as directed by the Employment and Training Supervisor.
2. Actively participates in crisis prevention and intervention for clients.
3. Provides training to clients in all aspects of employment and related skills training.
4. Assists clients in entering and exiting all transportation vehicles.
5. Provides continuous supervision during break times and lunch periods.
6. Monitors and relays information consistently regarding overall status and well being of clients.
7. Assists with client's personal cares and hygiene needs (which may include feeding, toileting, dressing, dental hygiene, etc.).
8. Makes recommendations to Employment and Training Supervisor for additions/modifications to client's service plans.
9. Observes work of clients for quality and adherence to production requirements.
10. Maintains safe, neat and orderly work area.
11. Attends continuing educational programs and in-services with recommendation of Employment and Training Supervisor.
12. Accepts other duties as assigned.

QUALIFICATIONS:

Associate degree in Developmental Disabilities or related field. Will consider experience in lieu of a degree. Must possess a valid Wisconsin driver's license.

This description reflects the general details considered necessary to describe the principle functions of the job identified for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements that may be inherent in the job nor shall be construed as giving exclusive title to every function described.

I have read my job description and understand it:

Employee Signature Date

Supervisor Signature Date