

**Services To Enhance Potential** 2941 S. Gulley Road, Dearborn, MI 48124

Our mission is to support individuals in the pursuit of their chosen goals and the achievement of personal satisfaction in their lives.

**SKILLS TRAINER**

**QUALIFICATIONS:**

**Education:** High School Diploma or GED equivalent

**Experience:** One (1) year experience working with persons with developmental or other disabilities. Proficiency in Microsoft Office required.

**Licensure:** Valid Michigan Driver License  
Approval of STEP's Insurance Carrier

**Status:** Union, Non – Exempt

**PRINCIPAL FUNCTIONS:**

Responsible for conducting skills training for persons with developmental or other disabilities and implementing goals and objectives.

**DUTIES AND RESPONSIBILITIES:**

**Essential Functions:**

- A. Complete section 1 of the Vocational Skills Assessment for individuals in Skills Training group at the time of the annual person-centered planning meeting.
- B. Recommend and implement service goals and objectives in skill building, volunteer sites, classroom, community, or worksite.
- C. Maintain daily data collection indicating progress on goals/objectives related to skills training and submit data sheet in designated time frame.
- D. Responsible for production work, quality control, and for training persons receiving services in performing work assignments
- E. Record time, production counts to comply with DOL standards.
- F. Implement behavior modification plans, as prescribed.
- G. Participate in person-centered planning, quarterly reviews, staffing, and other required meetings.
- H. Develop community and volunteer sites for persons receiving services.

Skills Trainer, continued

- I. Supervise and assist persons receiving services during breaks, lunches and downtime.
- J. Provide personal care assistance to persons receiving services as needed.
- K. Drive Services To Enhance Potential vehicles to community sites, i.e.: volunteer and work sites.
- L. Maintain a personal vehicle for use in performing job duties.
- M. Adhere to all Services To Enhance Potential's policies and procedures.
- N. Maintain and submit all required Services To Enhance Potential records and reports.
- O. May train and monitor volunteers, trainees, and aides.
- P. Ensure conformance to DCH, DWIHN, Medicaid, and CARF.
- Q. Identify and promote opportunities for employment, volunteer and community experiences.
- R. Perform the duties of a Job Coach as needed.
- S. Responsible for carrying out health and safety policies and procedures.

**Marginal Functions:**

- A. Participate on Services To Enhance Potential committees as assigned.
- B. Participate in the ongoing growth and development of Services To Enhance Potential through attendance at and participation in staff and other Services To Enhance Potential meetings.
- C. Represent Services To Enhance Potential in the community and provide information regarding Services To Enhance Potential programs and services.
- D. Assume other duties and responsibilities as assigned by the supervisor.

The statements made herein are intended to describe the nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Skills Trainer, continued

**REPORTS TO:**

Resource Center Site Manager or Transitional Employment Manager

In addition, receives support and daily work supervision through  
Production Manager and/or the Program Coordinator.

**SUPERVISES:**

Not Applicable

**TECHNICAL ASSISTANCE RECEIVED:**

Supports Coordination Supervisor  
Supports Coordinator  
Service Liaison

Date Approved: 05/25/00, 11/26/01, 08/16/03

Date Effective: 05/25/00, 11/26/02, 08/16/03

Date Reviewed: 11/26/02, 08/16/03, 05/20/05, 01/01/07, 12/22/08, 3/22/2012,  
10/16/2014, 01/31/2018, 11/05/2020, 06/05/2023

Date Revised: 11/26/02, 08/16/03, 05/20/05, 01/01/07, 12/22/08, 02/16/10

JR:sb05/22/00, 11/26/02, 08/16/03, ph052005, jz01012007, cm122208, 110520

Attachment: Physical Efforts/Environment Checklists

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Employee Signature

\_\_\_\_\_  
Date

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Print Name