

Hanover County Government
Community Services Board
Training Specialist (CD) - CREW
Salary: \$36,840.00 - \$47,041.00

Are you a creative, motivated and experienced job coach, or do you have a passion for supporting individuals with disabilities to become successful in their community? If so, then come join our team! Hanover County CSB began its Supported Employment Program in 1987. We provide support to individuals with disabilities who are working towards achieving their career goals. Our focus is on person-entered individual support within a team atmosphere.

General Description: Incumbent works directly with individuals who have developmental disabilities and/or a mental health diagnosis. More specific job descriptions can be found below relating to Team Assignment.

****Hanover County CSB adheres to the Developmental Disabilities (DD) Home and Community-Based Services (HCBS) Waivers setting requirements which provide Virginians eligible for DD Waiver services the choice to receive services and supports in the community versus an institutional setting.**

Organization: The Training Specialist position is part of Hanover County's Career Development Program (CD). The Training Specialist Ladder has four levels ranging from Training Specialist I to Senior Training Specialist. Incumbents normally report to a Training Specialist Supervisor and supervise no staff.

Essential Functions (All Teams):

- Ensure an individual's rights of privacy, dignity and respect, and freedom from coercion and restraint.
- Facilitate individual choice regarding services and supports, and who provides them.
- Completes paperwork and files reports as required.
- Performs related work as assigned.

***Supported Employment Team (two locations)–** This position supports and facilitates career development for persons with an intellectual/developmental disability and/or mental health diagnosis.

- Assists in training and supervising consumers in areas of employment, self-help, and social skills
- Provides on-site job coaching; works with job site supervisor to resolve problems.
- Transports consumers to and from job sites
- Assists in developing and implementing individual employment and consumer service plans, monitors client progress.
- Designs and develops training methods and reinforcement strategies.
- Assesses client readiness, skills, abilities, and interests, and train/perform job duties as needed with individuals on-site within businesses in the community.
- Assists consumers in coordinating employment services with other service providers.
- Reviews, maintains and prepares a variety of consumer records and reports (e.g., behavior, consumer progress, consumer payroll, billing).

Working Conditions:

- A. Hazards
None Known
- B. Environment
Field – Routine exposure to adverse weather, dust, fumes, odors, noise, vibrations, and repetition
- C. Location
Site-based programs, community and/or community
- D. Physical Effort
Travel may be necessary to transport persons served.
Must be able to physically assist persons served, up to 100 pounds, maneuver.
- E. Non-Exempt

Knowledge, Skills and Abilities (All Positions/Teams): Familiarity with programs and services for persons being served. Must be able to maintain confidentiality and to communicate effectively, both orally and in writing. Must be able to establish effective working relationships with persons served and their families, staff, Board members, and community groups/businesses. Must be able to exercise sound judgement, work effectively under pressure, and demonstrate integrity and flexibility. Ability to operate a personal computer and related software and other standard office equipment.

Education, Experience and Training:

***Supported Employment/Day Health and Rehabilitation/Supported Living Teams:** High school diploma or GED; one year of experience working with individuals with disabilities; or an equivalent combination of training and

experience. Bachelors degree preferred in a related field. Higher levels on the Career Ladder require additional education, experience and training (specificity of training depends on team assignment).

Special Conditions (All Positions/Teams):

- Valid Commonwealth of Virginia Driver's License
- TB test
- CPS (Child Protective Services) Check
- Twelve-month probationary period
- Criminal Records Check including fingerprinting.

For more information and to apply, please visit www.hanovercountyjobs.com