

PLEASE POST

Internal or External Applicants

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POSITION ANNOUNCEMENT

Rev. 01/21/2020-

JOB TITLE: CDS Trainer, PRN

DEPARTMENT/PROGRAM: Community Day Service (CDS)

RATIONALE: The Community Days Service Trainer, PRN, is responsible for providing training in activities of daily living to CDS enrollees and to assist the CDS Supervisor and other staff with the daily operations of the program. This position is an as needed variable hour position.

IMMEDIATE SUPERVISOR: DT Supervisor

HOURS: PRN (as needed; <20 weekly, Mon.- Fri.)

POSITIONS SUPERVISED: None

AVAILABLE: 01/21/2021

PAY GRADE LEVEL: I

EXEMPT/NON-EXEMPT STATUS: Non-Exempt

BASIC DUTIES:

1. Training individuals in activities of daily living including but not limited to hygiene, safety, relationships, self-advocacy, money, job skills, and vocational practices
2. Assisting individuals with aspects of personal care
3. Conduct quality control of contracts;
4. Packing and shipping of contracts;
5. Recording individual time and piece production.
6. Work in a positive manner with individuals who have developmental disabilities.

DESIRABLE QUALIFICATIONS:

1. At least 18 years of age.
2. High school diploma or equivalent.
3. Ability to complete or have completed DSP training.
4. Ability to follow verbal and/or written directions and report at scheduled times.
5. Valid driver's license as required for class of vehicles to be driven.
6. Ability to relate positively with persons with developmental disabilities.
7. Demonstrates good worker role model for persons enrolled in work services.
8. Ability to maintain data/records required for job site/contract.
9. Ability to communicate clearly with persons supervised and provide on-the-job training.
10. Ability to work independently as well as part of a team and implement programs person centered plans, and services as needed.
11. Knowledge of custodial or grounds maintenance procedures.
12. Ability to work on multiple tasks and have good organizational skills.
13. Demonstrated oral and written communication skills.
14. Ability to complete CPR and First Aid training as required.
15. Ability to perform simple mathematical computations, operate a calculator/electronic scales.
16. Ability to operate machinery/tools used to complete contract work.
17. Ability to move carts or other material-handling equipment.
18. Ability to work holidays as scheduled.

MINIMUM QUALIFICATIONS:

1. At least 18 years of age
2. Ability to complete or have completed 120-hour DSP training program
3. High school diploma or general equivalency diploma
4. Ability to pass all pre-employment background checks
5. Ability to pass pre-employment drug screening

PHYSICAL REQUIREMENTS: (can be met with or without reasonable accommodations)

1. Stand or Walk.
2. Sit at desk or other horizontal surface.
3. Lift and carry up to 50 pounds.
4. Reach overhead and in front of body.
5. Bend, stoop, kneel and twist.
6. Simultaneous use of hand, wrist, and fingers.
7. Talking for ordinary conversation and for other sounds, i.e. machines.
8. Hearing for ordinary conversation and for other sounds, i.e. machines.
9. Lift up to 40 pounds.
10. Push/pull 700 pounds maximum.
11. Climb stairs.
12. Color vision and entire scope of vision.
13. Have valid Driver's License.
14. Simultaneous use of Hand, Wrist, and fingers.

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15. Environmental: Work inside with noise and extreme seasonal heat.

16. Work with other duties as assigned

HOW TO BECOME AN APPLICANT:

Internal Applicants must submit a letter of interest.

External Applicants: **1.** Must submit a completed application to Angela Edmonds (via fax, E-mail, mail, or in person), **2.** meet the minimum qualifications for the position.

CONTACT: Angela Edmonds, Director of Human Resources
Human Resources Center of Edgar and Clark Counties
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