

**THE NEXT DOOR INC. TREATMENT SERVICES
SKILLS TRAINER**

INTRODUCTION

Persons within this job description perform duties in leading and directing the activities of clients in the Treatment Services Programs. The employee is responsible for maintaining order and discipline for the safety, protection, emotional and physical well being of the youth. Employees may transport youth, supervise groups and individuals and provide other support services necessary for the program.

EXAMPLES OF PRINCIPAL DUTIES

Duties assigned to this position include, but are not limited to, the following examples.

1. Oversee and ensure the physical needs of a child or youth are met including the facility/environment is safe and order is maintained while assisting children and youth in daily routines.
2. Give practical advice or guidance to children/youth within program guidelines and keep designated foster parents and staff informed of such.
3. Document activities, skills training and observations; prepare incident reports; consult with coworkers regarding children/youth.
4. Instruct, supervise and participate skills with students in daily education, work, recreational or community activities; transport youth to and from activities; assist Counselor/Case Manager or Educational Staff in planning and coordinating skill building activities.
5. Identify and anticipate possible behavior issues and problem resolve conflicts and assist in crisis intervention.
6. Assist other staff with providing and documenting skill development activities.

KNOWLEDGE, SKILL AND ABILITY REQUIRED BY THIS POSITION

Knowledge of: Reasonable knowledge of human behavior and relations.

Ability to: Communicate effectively in both oral, written and electronic form; give practical advice and guidance to youth; gain confidence of clients; lead and direct skill building and recreational activities; apply a practical knowledge of program requirements and procedures to day-to-day activities; maintain order, discipline and safety; set limits provide structure; remain calm and use good judgment during confrontational or high pressure situations; estimate time and materials and manage time efficiently; make decisions independently in accordance with established policies and procedures; maintain progress reports and charts; courteously meet and deal effectively with other employees, clients, families, schools, and other agency personnel and the public.

Education, experience and training:

High School Diploma is desired. Training or education in human services, training in youth care practices or related experience in youth care or in a treatment environment will be provided.

Driving Requirements: Any person employed within this job description will be required to have a current driver's license and pass the driving and safety requirements of the Next Door, including proof of auto insurance.

Criminal History Check: All employees must pass a criminal history and finger prints background check as well as a DMV history review prior to working directly with youth.

SUPERVISORY CONTROLS OF THE POSITION

This position works under the supervision of the Treatment Services Director, Program Manager or designated case manager/therapist; who will assign work orally or in writing. Recurring routine assignments are independently performed by employee on basis of past experience. Employee estimates time and materials, manages time efficiently, maintains order and contributes to the individual's growth and ability to manage their behavior in a developmentally appropriate manner. Employee uses initiative and judgment in completing routine assignments. Interpretation of general administrative or operational policies and procedures is sometimes necessary. Significant deviations require prior approval. Work is checked at completion of projects. Employees may or may not work in proximity of supervisor.

GUIDELINES

Work is performed within established Next Door policies and procedures, state and county statutes, rules, regulations and ordinances; accepted child welfare and social work principles and practices. A Supervisor is available when unusual problems are encountered.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The job is performed in the community, school, the foster home or the NDI day treatment and daily living environment. The employee may be required to participate in educational, skill building and recreational activities with the youth. The physical demands may require bending, gripping with hands, hearing voice conversation, lifting up to 40 pounds, pulling, pushing, reaching, running, and walking. Driving is required.

Pay Range \$10 - \$13 per hour approximately 20 hours per week. This is a part time non-benefit position that may be paired with other work with NDI.