



Job Description

Enhancing the Power of People to Achieve Personal Growth

We believe in a community where everyone has the opportunity to imagine, create, and live their chosen journey.

Position Title: Family Training Specialist

Reports To: Program Administrator

Probationary Period: Six Months

Position Status: Full Time

FLSA Status: Non-exempt

Supervises: Potentially Children's Tutors, Respite Aides

HIPAA Level of Accessibility: Level Three

Job Summary:

The primary function of the Family Training Specialist is to plan, develop, and establish programs to assist individuals and their caregivers to pursue their goals while continuing to meet and accomplish STEP's Mission and Vision. The Family Training Specialist is also responsible for assuring compliance with all federal and state mandates while also assuring that services are of the highest quality.

Essential Duties and Responsibilities:

We are people-centered.

1. Provide coaching and training, and other supports to individuals and their families with an emphasis on improving the self-help, socialization and adaptive skills necessary to reside successfully in their home
2. Oversee the use of a variety of methods to assess the needs, abilities, interests and resources of the people receiving services
3. Oversee the development of person centered, individualized programs to be implemented within the daily routines and activities in the community setting; developing clear and measurable objectives

We are collaborative.

1. Communicate effectively with other agencies' representatives for problem solving and maintain documentation of phone and direct contacts with other service providers
2. Demonstrate and promote teamwork, cooperative communication, collaborative problem solving and responsible decision making
3. Collaborate and communicate with the entire PSP/IFSP team, which includes the person receiving services, to coordinate services that address individual needs and lifetime transitions
4. Participate in appropriate collaborative efforts with schools, other employers, vocational services providers, and other stakeholders in a manner that reflects STEP's values and culture
5. Engage clients and establish trusting, collaborative relationships directed toward the goal of achieving increased independence, career or livelihood outcomes
6. Collaborate with other STEP departments to assist in the actualizing of STEP's vision, mission, values, and culture
7. Work with supervisors/managers to address quality and performance issues as needed
8. Attend state and local trainings and events as assigned

We are open.

1. Communicate openly with the person, families, and colleagues in order to hold everyone accountable to STEP's vision and culture and the individual's personal vision

We are fun and playful.

1. Support team members to create time in their everyday lives, including work, to acknowledge and celebrate their successes

2. Communicate and celebrate with teams the big and small contributions they make to the lives of others
3. Infuse appropriate humor and encourage others to laugh, take the disappointments lightly, and find deep satisfaction in all we do
4. Recognize, demonstrate gratitude, and applaud each person's unique gifts and contributions
5. Encourage appropriate humor and play in all functions and activities

We are excellent.

1. Write programs, create lesson plans and establish training activities that provide basic self-help skills, home and community living skills, leisure and social skills that relates to the individual's long term goals
2. Develop and administer appropriate instruction about treatment regimens, use of specified equipment, and other services included in the plan of care, and include updates as necessary to safely maintain the individual at home
3. Provide direct instruction and implement programs directly with the individuals in their home
4. Conduct reviews to ensure all documentation and services meet or exceed quality expectations
5. Assure the implementation and monitoring of services to address compliance with STEP policies and procedures, state policies and rules, federal guidelines, state and federal statutes, and applicable contracts and grants
6. Assure the accuracy, timeliness, and completeness of all required internal and external reporting
7. Follow procedures and policies as outlined and/or as instructed by STEP
8. Remain knowledgeable in current rules, regulations, statutes, and other requirements related to the services under development and in implementation
9. Complete all other duties and assignments in expected timeframes
10. Implement the strategic goals established by leadership
11. Holistically address all health or safety concerns, maintain accurate and complete records, coordinate follow up action and document, as necessary, in a timely manner
12. Perform all other duties and responsibilities as assigned

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualifications listed below are representative of the minimum knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

1. A bachelor's degree in human services, rehabilitation counseling, social work, education or related field from an accredited college
2. At least three years of experience working in the profession

Knowledge/Skills/Abilities:

1. Must have strong communication skills to work with a diverse team
2. Must have computer skills and be able to use all required hardware and systems such as Excel, Word, databases, and web-based software
3. Must have ability to problem-solve and assist in decision-making including during emergencies or when a supervisor is not onsite
4. Must be able to meet and maintain STEP driving requirements and have reliable transportation
5. Must maintain current status regarding assigned core competencies and other required certification
6. Demonstrated ability to work productively with stakeholders to develop relationships is required
7. Proven creative abilities, strong organizational and time management skills are required
8. Must possess excellent oral, written and interpersonal skills and good customer service skills

Physical Demands and Work Environment:

1. Ability to travel to different locations, potentially in adverse weather conditions
2. Ability to function with minimal supervision and coaching within the responsibilities of the job description
3. Ability to work a non-traditional schedule as needed

HIPAA Level of Accessibility:

STEP, Inc. assures that health information is secure and protected in compliance with the Health Insurance Portability and Accountability Act (HIPAA). To assure this, employees are allowed access to protected information only so much as is required to perform the essential duties of their position. Each job description will include the level of accessibility that is required:

- Level One – access only to the information for the assigned clients.
- Level Two – access to all information for the clients receiving services within the program.
- Level Three – access to all information for the clients, and potential clients, receiving services within the department.
- Level Four – access to all employee information
- Level Five – access to all information for the clients receiving services within the agency and access to all employee information.

Statement of Understanding:

I have read the above position requirements. I assert that I meet the minimum requirements; I am able to perform the essential job functions and satisfy the expectation of regular attendance at the work site. I further understand that signing the job description does not constitute a written or implied contract of employment.

Signature

Printed Name

Date