

**Job Title:** Direct Support Professional (DSP) Job Trainer

**Services**: Vocational Habilitation Rule 5123:2-9-14

**Job Status**: Non-Exempt, Part-Time Position

**Pay Range:** $15.00 - $17.00/hour

**Reports To**: Director of Operations

**About the Position**

The DSP Job Trainer requires flexibility, creativity, and a commitment to creating a positive learning environment with clear, specific, timely, and respectful coaching efforts. This position works cooperatively with other WLLC staff. All WLLC staff are expected to build trusting relationships with their colleagues, Trainees, and their families, and referring agencies.

In this role, the DSP Job Trainer will be a guide for people with disabilities (Trainees), exploring interests in an offsite work setting in the community.

**Responsibilities of the DSP Job Trainer**

A successful DSP Job Trainer will perform the following job responsibilities:

* Oversees Trainee performance of essential functions, based upon job analysis.
* Assists Trainees with understanding proper customer service skills, safety procedures, cleanliness of work areas, and expectations associated with community employment.
* Establishes person-centered planning for Trainees through job accommodations, individual service plan (ISP) team collaborations, natural supports, and mentoring.
* Presents principles of self-determination and self-advocacy to Trainees.
* Accurately completes and submits state-mandated documentation forms and billing for services through our software system.
* Follows state and SCBDD requirements for accurate reporting of Major and Unusual Incidents (M/UIs).
* Completes Employment First Training (per Rule 5123:2-2-05) within first year of employment.
* Maintains Ohio Administrative Code (OAC) compliance requirements and all state mandated yearly training and outcomes.
* Observes WLLC best practices and organizational standards as noted in the Employee Handbook.

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**Important Qualities:**

* Demonstrates practical and ethical reasoning in making independent judgments.
* Presents with a flexible and calm demeanor.
* Promotes a positive, team-based work environment.
* Demonstrates integrity, respect, cultural sensitivity, quality service, and excellent communication skills.
* Demonstrates sound judgment and strong time management skills.

**Required Qualifications:**

OAC Rules 5123-2-08 and 5123-2-02 require that a person under final consideration for employment is required to provide proof of:

* High School Diploma or GED
* 18 years of age or older
* Minimum one year of Barista experience
* First Aid and CPR certification
* Signed attestation that he/she has not been convicted of, pleaded guilty to, or been found eligible for intervention in lieu of conviction for a disqualifying offense.
* Ability to read, write, and understand English
* Ability to pass a controlled substance test
* Ability to pass a criminal (FBI / BCII) background check

I acknowledge that I have read and understand the above job description in its entirety and am capable of meeting/performing all stated requirements with or without accommodations.

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SIGNATURE DATE

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Director of Operations Date