



ELEVATING THE SPECTRUM  
FOR INDIVIDUALS WITH AUTISM

## ACE Skills Trainer / RBT Job Description

<b>Job Description for:</b> ACE Skills Trainer/RBT	<b>Start Date:</b> 2021
<b>Reports to:</b> Case Manager	<b>Section:</b> Life Enrichment
<b>Starting Wage Range:</b> Skills Trainer \$17-\$19/hour. RBT \$19-\$21/hour.	<b>Term/Classification:</b> Full time, year-round, hourly, non-exempt

**About Ascendigo:** Ascendigo Autism Services is a 501(c)3 non-profit organization based in the Roaring Fork Valley near Aspen, Colorado. Founded in 2004 as a summer sports camp for children with autism, Ascendigo has expanded to offer year-round outdoor recreational options including summer and winter sports, a suite of community-based services for adults with autism, and behavior therapies for children with autism. Our goal is to integrate people with autism into community life, whether through outdoor recreation, assisting in basic life skills, finding compatible employment, or simply going out with friends to restaurants, museums, or concerts. Ascendigo takes full advantage of the unmatched natural facilities offered by Colorado's Rocky Mountains, as well as the area's charitable community spirit to open physical, experiential, and collaborative opportunities to individuals with autism. Currently, Ascendigo employs approximately 65 full- and part-time staff members with an additional 60-65 seasonal employees during the summer months.

**Job Summary:** The primary responsibility of our Adult Comprehensive Experience (ACE) Skills Trainers is to inspire and coach Ascendigo clients to achieve their goals and see their best selves. Specific responsibilities include providing behavioral health services to adult clients on the full spectrum such as job coaching, leading recreational activity outings, independent living support and general life skill building. Skills Trainers (ST) may also provide services to clients in other Life Enrichment programs, including our Vocational and Residential Programs. The ST will collaborate with Ascendigo's Vocational Manager, Case Managers and ACE Program Managers to learn and implement Behavior Plans or other guiding documents included in the client's Individualized Plan. Skills Trainers will be provided internal training/support as well as be encouraged to become a Registered Behavior Technician (RBT) to further support their growth and expertise in the field.

**Essential Job Functions:**

Skills Training:

- Work with other members of the Life Enrichment team (including but not limited to Residential, ACE, resident families, clinical or behavioral consultants, therapists, other staff, friends, and community partners) to coordinate care, facilitate care transitions, and implement resident goals and objectives.
- Follow directives established in each resident's Individual Plan as well as those from the client and their guardian/parent.
- Implement individualized behavior plans and programs for clients, through the implementation of Treatment Plans and consultation with our Board-Certified Behavior Analysts (BCBAs)
- Complete a 40-hour course to obtain Registered Behavior Technician status provided by Ascendigo (full time, year-round staff only).

**Effective Date: 3/29/21**

- Facilitate interactions with peers, coworkers, and families.
- Keep clients motivated to learn through preference assessments.
- Use naturalistic teaching methods with our clients to teach them the skills that they need.
- Take client(s) into the community while helping them interact with the community and the environment appropriately.
- Help client achieve any educational goals in plan i.e.: typing, reading, writing, coding, etc.
- Support client(s) in recreational outings weekly i.e.: skiing, surfing, rafting, hiking, paddle boarding, etc.
- Support client(s) in workplace settings, collaborating with workplace staff and finishing any job duties client is not able to do.
- Accurately record data on the client's progress or lack thereof using our data collection system.
- Proactively communicate with one's manager about behavioral plans.
- Use Risk Management skills and follow policies and procedures of the organization.
- Use a courteous & professional demeanor with colleagues, families, and community partners.
- Communicate confidentially and professionally with other behavior analysts, skills trainers & parents.
- Complete detailed notes describing what the client did that day, and behaviors that occurred throughout the day dependent on client's service plan provided by the CDPHE.
- Collect receipts and track them in provided receipt log.
- Report and fill out incident reports within 24 hours of incident.
- Help create a productive, and positive work environment for clients and colleagues.
- Provide onsite instruction and offsite training for all work-related skills needed for independent employment.
- Facilitate an ongoing professional relationship with each client, their families, and their employers.
- With each client's whole-life team (Ascendigo staff, consultants, family, friends, community members), assist clients in building the skills needed to be successful, responsible, and independent, with a focus on work skills and personal skills that allow them to be prepared and successful at work.
- Support client(s) in discovering passions and talents through experimentation of new activities i.e.: clay class, cooking class, art class, scrap booking etc.
- Get to know clients and their unique personalities to build rapport.
- Collect receipts and track them in provided receipt log.
- Be comfortable working in 1:1 and 2:1 client/staff ratios or any other combination that gives staff the ability to cover shifts for the benefit of the client

**Other Job Duties:** Attend trainings and meetings, checks work emails daily. Encouraged to complete a 40-hour course and assessment provided by Ascendigo to obtain Registered Behavior Technician (RBT) status (we pay \$2/hour more for completing one's RBT and passing a competency review period). May be asked to help with other Ascendigo programs as needed.

**Physical Requirements/Equipment Used:** Basic computer skills (MS Office, email, social media), lifting and moving light to heavy objects (up to 25 pounds), use of full physical prompts for teaching or safety, competent to learn new technologies related to disabilities, able to accompany residents in all exercise and recreational activities. Applicants are required to have and use their own smart phone for work duties. Ascendigo provides a monthly cell phone stipend for this use.

**Qualifications:**

- Knowledge of the field of autism as it pertains to adults (preferred, will teach the right person!)
- Understanding and ability to learn behavioral approaches as practiced by Ascendigo, including the ability to allay maladaptive behaviors while remaining calm and maintaining composure,
- Ability to apply principles of Natural Developmental Behavioral Interventions (NDBI), using positive behavior support plans and ability to recognize natural teaching opportunities and act on them.
- Knowledge of healthy nutrition and basic cooking skills.
- Basic knowledge of physical fitness and exercise regimens and willing to engage in physical activities including outdoor activities with residents.
- Ability to handle the personal care of residents with sensitivity and care.
- Possess effective skills in active listening, coaching, and supervision.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, and common sense.
- Be organized and exhibit "follow through" on tasks and goals.
- Strong interpersonal skills, the ability to collaborate with colleagues.
- Strong analytical and problem-solving skills.
- Ability to work independently, set priorities and meet deadlines.
- Must be a team player.
- Ability to work flexible hours, including evenings, weekends and extended hours for meetings and events may be required.
- Access to a vehicle for travel throughout local community.

In addition,

- Must be age 21 or over and have legal working status.
- Must maintain a valid driver's license with no major violations in the past 5 years.
- Must successfully complete required training.
- Must provide a current BLS or HealthCare Provider CPR/First Aid certification or obtain one before first shift.
- Must obtain certifications or successful training completion for crisis management and medication administration. Willingness to take Registered Behavior Technician (RBT) classes and obtain certification.
- Should have at least a high school diploma.
- Understands that some households may be under security surveillance including but not limited to video monitoring, and that video may be reviewed on a need-to-know basis on request by the Ascendigo CEO/President.

- Must have flexibility to travel for occasional professional development and resident activities.

**Personal Characteristics:** should be committed and passionate about the Ascendigo mission of a holistic, active, community-based, independent, and person-centered life. He/she should believe in the dignity and potential of our clients. Additionally, should:

- **Show maturity, responsibility, and dependability:** follow through on tasks with moderate supervision.
- **Be diplomatic and discreet:** commitment to maintain strict confidentiality and respect of clients and the privacy of residents and their families.
- **Be proactive:** taking the initiative, willing to pitch in and assist.
- **Behave ethically:** understand ethical behavior and business practices and ensure that their own behaviors are consistent with these standards and aligns with the values of Ascendigo.
- **Build relationships:** establish and maintain positive working relationships with others, both internally and externally.
- **Communicate effectively:** speak, listen, and write in a clear, thorough, and timely manner, using appropriate and effective communication tools and techniques.
- **Express Creativity/Innovation:** develop new ways to improve operations of Ascendigo and to create new opportunities for clients and staff.
- **Focus on client needs:** anticipate, understand, and respond to the needs of clients to meet or exceed their expectations and provide high quality of care.
- **Foster teamwork:** work cooperatively and effectively with others to set goals, resolve problems, and make decisions.
- **Lead:** positively influence others to achieve results that are in the best interest of our clients and Ascendigo.
- **Make decisions:** assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of our clients and Ascendigo.
- **Organize:** set priorities, develop a schedule to accomplish required tasks, monitor progress toward goals, and track details, data, information, and activities.
- **Solve problems:** assess situations to identify courses of action, gather and process relevant information, generate possible solutions, and make recommendations to and/or solve the problem.
- **Be Flexible:** our work often requires a level of flexibility based on the needs and goals of our clients.
- **Express a Willingness to Learn:** we are all Leaders and are learning every day, and we welcome all applicants who wish to learn and grow with us.