



ELEVATING THE SPECTRUM  
FOR INDIVIDUALS WITH AUTISM

## Residential Skills Trainer/RBT Job Description

<b>Job Description for:</b> Residential Skills Trainer/RBT	<b>Start Date:</b> 2021
<b>Reports to:</b> Residential Manager	<b>Section:</b> Residential
<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 the Residential Skills Trainer/RBT is to inspire and coach Ascendigo clients to achieve their goals and see their best selves in the Skills Trainer's eyes. The Skills Trainer/RBT is part of our Residential Team for adult residents within the Life Enrichment program. He/she is the primary caregiver during assigned shifts. Overnight shifts currently are 16 hours long and begin at 4:30 pm and end at 8:30 am the next day. Support shifts currently are 4 hours long and begin at 4:30 pm and end at 8:30 pm but could change due to future client needs. Below market housing may be available for this position. Specific responsibilities include providing behavioral health services to adult clients on the full spectrum such as leading recreational activity outings, independent living support and general life skill building. The Skills Trainer will collaborate with Ascendigo's Clinical Managers and Case Managers to learn and implement Behavior Plans or other guiding documents included in the client's Individualized Plan.

**Essential Job Functions:**

Skills Training:

- Work with other members of the Life Enrichment team (including but not limited to ACE staff, 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 resident and their guardian/parent.
- Act as a peer mentor and household staff who strives to uphold the values of Ascendigo. Residents should have a structured home life with a family atmosphere including a safe, nurturing, caring environment which promotes learning and growth. The Skills Trainer should work to be a positive role model, fostering trust, respect, compassion, emotional grounding, and social bonding.
- Work with the Supervisors and other Skills Trainers to provide for physical, mental, social, and emotional needs of residents.

**Effective Date: 3/8/21**

- Facilitate an ongoing professional relationship with each resident and their families.
- Supervise residents' personal care with respect and sensitivity while remaining in compliance with each residents' goals and objectives.
- Provide appropriate supports and supervision to facilitate general health and safety for themselves, other staff, and all residents.
- Recognize natural teaching opportunities; provide counseling and teaching to residents as they tackle life's daily problems. Respond to maladaptive behaviors while maintaining calm and composure, using positive behavioral supports and autism-friendly strategies.
- Learn and implement resident communication including specialized language and any auxiliary communication aids/devices/apps.
- Maintain a clean and orderly household; participate in household chores as needed.
- Make sure that residents' personal effects are well cared for and kept in order.
- Participate in training and professional development as directed by the House Manager.
- Become familiar with Personal Needs Funds of residents and assist with appropriate spending and documentation of those funds.
- Document medications and incident reports, fill out billing on time, fill out time sheets and submitting on time.
- Plan and prepare meals that meet the dietary needs of each resident.
- Perform light household chores: cleaning, tidying, laundry, snow removal, light yard work.

**Other Job Duties:** Attends 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.
- Understanding and ability to learn behavioral approaches as practiced by Ascendigo, including the ability to allay maladaptive behaviors while maintaining calm and composure, principles of Natural Developmental Behavioral Interventions (NDBI), using positive behavior support plans and recognizing natural teaching opportunities and acting 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 caring.
- Possess effective skills in active listening, coaching, and human supervision.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability.
- Be organized and exhibit "follow through" on tasks and goals.
- Have strong interpersonal skills, the ability to collaborate with colleagues.
- Have strong analytical and problem-solving skills.
- Ability to work independently, set priorities and meet deadlines.
- Ability and desire to 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.
- Ability to follow the policies and procedures of the organization.

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.
- Must have a smartphone with texting capacity for communication and scheduling purposes (Ascendigo provides a monthly cell phone stipend for Skills Trainers)

**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** and follow through on tasks with modest 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 is 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 clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** develop new ways to improve operations of Ascendigo and to create new opportunities.
- **Focus on client needs:** anticipate, understand, and respond to the needs of clients to meet or exceed their expectations and provide high quality 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 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 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 problems situations to identify courses, gather and process relevant information, generate possible solutions, and make recommendations 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. We welcome all applicants who wish to learn and grow with us.