



ELEVATING THE SPECTRUM  
FOR INDIVIDUALS WITH AUTISM

## VOC Skills Trainer / RBT Job Description

<b>Job Description for:</b> Vocational Skills Trainer/RBT	<b>Start Date:</b> March 2021
<b>Reports to:</b> Vocational Manager	<b>Section:</b> Vocational Program
<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 autistic adults, and behavior therapies for children. Our goal is to integrate people with disabilities 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 Skills Trainers is to inspire and coach Ascendigo and DVR clients to achieve their goals and see their best selves in the Skills Trainer's eyes. Specific responsibilities include providing behavioral health services to adult clients on the full spectrum and any other disability such as job coaching, leading recreational activity outings, independent living support and general life skill building. Skills Trainer (ST) may also provide services to clients in other Life Enrichment programs, including Adult Comprehensive Experience (ACE) and Residential. The ST will collaborate with Ascendigo's Vocational Manager, Clinical Manager and ACE Manager to learn and implement Behavior Plans or other guiding documents included in the client's Individualized Plan.

**Essential Job Functions:**

VOC JOB Training:

- Working with clients with any kind of disability.
- Creating community connections and partnerships.
- Well versed in excel and have some accounting/billing experience.
- 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.
- Complete a 40-hour course to obtain Registered Behavior Technician status provided by Ascendigo (full time, year around staff only).
- 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.

**Effective Date: 3/9/21**

- Take client 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 in recreational outings weekly i.e.: skiing, surfing, rafting, hiking, paddle boarding, etc.
- Support client 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 catalyst (data collection system).
- Proactively communication with one's manager.
- Use solid 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.

#### Vocational Support:

- Help create a productive, and positive work environment for clients.
  - 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.
  - Make sure clients' goals, passions, interests, and abilities are considered while conducting the job search.
  - Support client 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 a report.
  - Collect receipts and track them in provided receipt log.
- **Other Job Duties:** Arrives to work on time. Engages in appropriate behavior with clients at and outside of work. Employs appropriate interactions with supervisors & managers. 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). 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 on some exercise and recreational activities.

**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.
- 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.
- 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 and excellent driving record.
- Must successfully complete required training.
- Must provide a current CPR/First Aid certification.
- 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 cell phone that can receive texts and phone calls

**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.