



Job Description

Job Title: Community Trainer and Skills Coach
Reports To: Director of Community Integration and Habilitation
FLSA Status: Non-Exempt

Summary: Responsible for supervising assigned employees with developmental disabilities (DD), including coaching employees in skill development to thrive in a community work setting to produce quality services for Lott Customers. Second shift position coaching and assisting in the cleaning services of One Government Center, downtown Toledo.

Essential Duties and Responsibilities:

- Works with a crew of persons in a community setting designed to help with the accomplishment of their Individual Service Plan (ISP) goals and outcomes.
- Meets customer expectations in the execution of the contract/agreement with Lott Industries.
- Reports customer concerns to Lott Management and works quickly to respond to and address the concern.
- Complies with all applicable DODD rules, regulations, laws and Lott policies.
- Maintains time sheets, progress reports, monthly program reports, inventories, DD employee: habilitation, activities and training, payroll, attendance, DD acuity, and related documentation.
- Maintains, controls, inspects quality of work produced.
- Works alongside and assists in the skill development of those employees with DD performing the following tasks in conducting service-based projects;
 - Cleaning office space, restrooms, and hallways
 - Emptying trash receptacles
 - Cleaning carpets and floors
 - Performing quality checks of work performed
 - Following the checklist of customer expectations
 - Overseeing the safe arrival and departure of employees with DD
- Transports Lott Team Members in Lott Vehicles, as needed.
- Performs all other duties as assigned.

Competencies:

- **Motivating Others** - Creates a climate in which people want to do their best. Can motivate a diverse workforce. Empowers others and invites input from each person and shares ownership and visibility. Makes each employee feel his/her work is important.
- **Conflict Management** - Prevents, identifies and resolves conflicts as opportunities for improvement. Good at focused listening. Can resolve tough agreements and settle disputes equitably. Can find common ground and get cooperation with minimum disruptions.



- Interpersonal Skills - Relates well to all kinds of people, inside and outside the organization, builds appropriate rapport, builds constructive and effective relationships, uses diplomacy and tact, can diffuse even high-tension situations comfortably.
- Communication - Refers to the ability to inform orally and in writing, with clarity and good effect. It means to understand clearly and quickly when instructions or orders are received.

Experience and Requirements:

- High school diploma or general education degree (GED); One year experience working with individuals with developmental disabilities, or equivalent combination of education and experience.
- Valid Driver's license and proof of auto liability insurance required; must be able to travel using personal vehicle throughout day as needed.

Training:

- Ability to complete Adult First Aid/CPR training.
- Eight or more hours of training in accordance with the Agency Provider Rule 5123:2-2-01.

Physical Demands:

While performing the duties of this job, the individual is standing or moving for 80 percent of the time. They must regularly lift, push, pull, and/or move up to 60 pounds.

Work Environment:

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Due to exposure of machinery and electrical currents, employees are required to wear personal protective equipment.

Position may involve exposure to individuals and employees with developmental disabilities, with medical and behavioral risk patterns.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature: _____ **Date:** _____

Employee Name: _____ **Date:** _____
(Printed)