



Position Title:	ADT Skills Coach	Reports To:	ADT Program Coordinator & ADT Program Manager
FLSA Status:	Non-Exempt / Hourly	Original:	September 25, 2020
EEO Status:		Revised:	

Standard Hours:	Monday through Friday 30 – 40 hours per week depending on duties and schedule as assigned.
Supervisory Responsibilities:	None

Position Qualifications / Requirements:
Candidate must be at least 18 year of age with a High School Diploma or equivalent required. Minimum 1 years documented practical experience in working with adults with disabilities, or cognitive / functional impairments required, 2 years preferred. Must possess and maintain current/valid Florida Driver's License. Must comply with and pass Level II background screening (F.S. 435.04 and 409.907), Drug Screening, and FDOT/MVR check.

Training Requirements:
Compliance with current training requirements set forth by the Agency for Persons with Disabilities (APD) including, but not limited to the following. Florida Administrative Code for Service Delivery, Practice, & Procedure including 65G-7 (Medication Administration) and 65G-8 (Reactive Strategies), Zero Tolerance, Direct Care Core Competencies, APD Waiver Provider Requirements, AIDS/HIV/Infection Control, First Aid, CPR, and HIPAA. Additionally, eight (8) hours of annual in-service training must be successfully completed and be related to the implementation of individually tailored services.
MTC requires additional training for this position including Medication Administration Certification, Behavior Intervention Strategies, Basic Driver Training, EEOC, Affirmative Action, and Productive Workplace Training.

Knowledge, Skills, and Abilities:
<ul style="list-style-type: none"> • Excellent communication and interpersonal/instructional skills and ability to provide quality customer service to all stakeholders • Excellent Organizational and Task Management Skills and ability to prioritize and multi-task effectively • Knowledge and Understanding of Developmental Disabilities, Person-Centered Model for Service Delivery, Personal Outcomes, and ability to apply differentiated education, instruction and training to persons of varying ability levels • Ability to work in Self-Directed and Teamwork Environments • Ability to model appropriate interaction/engagement and implement programs, activities, and experiences in the same manner • Basic knowledge of rules and regulations for Adult Day Training (LDS3) services and compliance requirements for annual audits

Physical Requirements:
Standing, walking, sitting, crouching, kneeling, stooping, and balance. Lifting 20 pounds unassisted, reaching, pushing, pulling, and carrying. Filing, collating, typing, cleaning, and driving.

MTC Core Values:

- Act in good faith and in the best interest of the individuals served.
- Act as a responsible team member at all times by treating others with dignity and respect and demonstrating courtesy, integrity, and cooperation.
- Respect the opinions and choices of the co-workers and the individuals served.
- Encourage the independence of the individuals served by promoting self-advocacy.
- Be accountable for meeting the expectations of all our stakeholders.

Position Duties:

General:

- Comply with all MTC policies and procedures including, but not limited to safety and emergency procedures, requirements of the Agency for Persons with Disabilities (APD) and other regulatory agencies.
- Complete all pre-service and ongoing training requirements as requested or required to maintain certification and compliance.
- Work flexible hours and perform additional duties as requested or required to support and promote the Day Program and strategic vision of MTC.
- Perform transportation, community inclusion, and cleaning duties daily as assigned.

Programmatic:

- Participate in training on client needs, training programs, and data collection.
- Provide supervision, support, and assistance to the individuals attending Day Program according to their level of need. This includes personal care, toileting, and basic hygiene assistance, mealtime assistance, as well as training in the areas of home living, employment readiness, and community safety and navigation.
- Track and document arrival and departure times, programmatic data, and all documentation of services received in a complete, legible, and accurate manner ensuring no data gaps.
- Implement training programs and document progress as directed ensuring daily documentation is complete and accurate with no data gaps and submitted on time according to established deadlines.
- Lead groups and classes according to provided curriculum and activities in order to promote progress and independent functioning in all areas of life including work, home, and community and promoting progress toward expressed goals and objectives.
- Research and provide additional feedback and/or resources to support and individualized lessons as requested or desired to create dynamic and engaging learning environments.
- Ensure that daily activities are meaningful, functional, and appropriate based on age and cognitive level of functioning.
- Maintain classrooms and learning spaces in a neat and orderly manner.
- Communicate any concerns or changes in health, behavior, or progress to Program Administrator or Program Coordinators. Communicate any health and safety, client, or programmatic needs including all required supplies or equipment required to promote health and safety and implementation of training programs.

Team Member Signature	Date
Team Leader/Supervisor Signature	Date

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