

**Ascendigo Autism Services**

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Job Description for: Skills Trainer, Life Enrichment	As of: January 2019
Reports to: Program Manager, Life Enrichment	Section: Life Enrichment
Classification: Salary Exempt or Hourly Non-Exempt	Term: Full Time Year Round

About Ascendigo: Ascendigo is a nonprofit organization that enhances the lives of children and adults living with Autism Spectrum Disorder through outdoor and sports education, adventure camps, community integration and an array of autism focused behavioral health services. We are headquartered in the beautiful Roaring Fork valley of Colorado and provide programming from Aspen to Rifle.

Clinical basis: Ascendigo, welcomes people ages 5 and up with Autism Spectrum Disorder, including classic Autism, Pervasive Developmental Disorder, Not Otherwise Specified (PDD-NOS), Asperger's and related diagnoses. Our skills trainers and sports specialists use positive reinforcement across our behavioral services, educational, and sports programming based on a clinical modality based on the Denver model - a Naturalistic Development Behavioral Intervention. Clinical services, oversight and ongoing staff training are under the auspices renowned autism expert Diane Osaki and her group, as well as our in-house Board Certified Behavioral Analyst.

Adventure Camps: Participants of any athletic ability can succeed. We pride ourselves in ensuring progress in our sports while having lots of fun. Current sports and outdoor programming include summer, fall and winter camps and individualized services. We continually seek to expand our offerings. Camp activities include hiking, climbing, river rafting, lake & boating sports, biking (mountain & road), horseback riding - as well as winter skiing and snowboarding at Aspen/Snowmass.

Behavioral Intervention Services: Community integration and behavioral health activities include our Life Enrichment programs serving the RF valley out of Carbondale, and upcoming programming for school age children.

General Staff Requirements: All of our staff help to ensure that our programs and services contribute to our mission, reflect the organization's priorities, and meet the expectations and needs of the families we serve, our donors and the Board of Directors. Each staff member should act in a professional manner, exhibit behavior to the general public and our families, which reflects positively on our organization, and be respectful of our participants, their families, and other staff. A sense of responsibility, and concern for confidentiality are expected. We value and like working with people on the autism spectrum and are rewarded by their success in our programs – we are looking for staff that feel the same.

Hiring and continued employment is contingent upon the following:

- Compliance with all Ascendigo licensing requirements relevant to your position.
- Compliance with good practices standards of care for special needs children and adults.
- Compliance with Ascendigo written professional standards and Ascendigo policies and procedures, including a no alcohol/no drug policy while on duty or at any time when present at an Ascendigo managed facility or activity.
- Three positive character references, clean criminal background checks, clearance to work at Ascendigo by your healthcare professional, and agreement to abide by the Ascendigo

Employee Handbook.

- Completion of any required online learning modules prior to arrival.
- Successful completion of the Ascendigo hosted prerequisite trainings required for the program in which you will be hired. Depending on the program, this will include some combination of CPR/First Aid, sports proficiency training, autism training, and local terrain orientation.
- Adequately carrying out the job responsibilities outlined herein.

Confidentiality: In the course of performing and fulfilling your duties, you may have access to and/or be entrusted with confidential information concerning Ascendigo, its donors, or its participants and their families. You agree that you will not disclose any such confidential information to any outside party, except as required in the normal course of your engagement. You will take all reasonable precautions necessary to secure Ascendigo's materials, electronic, intellectual and otherwise, and to protect the privacy of employees, volunteers, campers and their families, and donors.

Program Staff Requirements: Program staff, which includes all staff with direct client contact, will work under the direction of Ascendigo management as well as both our in-house and consulting behavioral health professionals. We expect our staff to create and maintain a positive learning environment and to prioritize the health, safety and comfort of our participants - use good judgment and ask for help when needed. Program staff will be asked to attend several staff meetings each week and to be available to Ascendigo management for ongoing discussions and feedback. We ask the program staff to maintain open lines of communication with parents and families. In many ways, you are in the guest services business and this means the highest level of guest service and satisfaction is expected.

Job Summary: Support the Life Enrichment program in improving the lives of individual clients through the application of Ascendigo's Life Enrichment life dimensions. Support the Life Enrichment program in improving the lives of individual clients through the application of Ascendigo's Life Enrichment life dimension care practices, Applied Behavior Analysis (ABA) and other competencies as required as directed by LE management and clinical services oversight.

Essential Job Functions:

- Work directly with clients who may have challenging behaviors that have occurred in the past 6 months
- Follows plans and written programs by BCBA, clinical team and approved consultants and implements behavior and life plans
- Acts as a teacher to clients
- Accompanies clients and teach client in skill acquisition, behavior reduction and transportation in social, community, recreation, leisure, employment, knowledge and learning and other program settings
- Build positive rapport with clients
- Has instructional control with clients
- Collect data on all of client's goal areas and data points throughout the entire work day
- Works positively as a team with all Ascendigo staff members
- Attends client and staff meetings and trainings as necessary
- Communicates with caregivers and staff when appropriate

Other Job Duties: Arrives to work on time, engages in appropriate behavior with clients at and outside of work, appropriate interactions with supervisors & managers, attends trainings, meetings and collects data. Is up-to-date on all program changes and modifications, implements new programs. May be asked to help with adventure and other Ascendigo programs as needed.

Relationships: Works directly with clients and may be asked to communicate with caregivers when appropriate and necessary. Works with Case Managers, Clinical Services and Life Enrichment Management to ensure programs are being executed and data taken as required by clients programming.

Equipment Used: Life Enrichment vehicles, Ascendigo iPad(s) with catalyst program and/or any other adaptive communication or behavioral equipment required by the position. Ability to utilize Ascendigo Google Docs, Calendar and Gmail required to communicate schedules and documents as appropriate for job duties.

Qualifications: Minimum of one-year previous experience needed. CPR/First Aid, Safety care, successfully completes Ascendigo Skills Trainer training program and approved for direct care as a Skills Trainer by Ascendigo BCBA.

Knowledge, Skills, Abilities: Ability to work with any Ascendigo client assigned for which she/he is qualified and trained, including dealing with the behaviors of that client. The ability to perform in sync with LE and Clinical management, as well as the rest of LE team members.