

## Job Description



### Ascendigo Autism Services

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<b>Job Description for:</b> Life Enrichment Skills Trainer/RBT	<b>As of:</b> June 16, 2019
<b>Reports to:</b> Life Enrichment Program Manager	<b>Department:</b> Life Enrichment
<b>Classification:</b> Hourly, non-exempt, seasonal, full-time	<b>Term:</b> June 16 – August 4, 2019

**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, employment, 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 for individuals with autism of all ages from Aspen to Rifle.

**Job Summary:** While this role is specific to Ascendigo's Ascending to Adulthood (A2A) program, Skills Trainer (ST) may also provide services to clients in other Life Enrichment programs, including Adult Comprehensive Experience (ACE) and Residential. Specific responsibilities include providing behavioral health services to adult clients on the full spectrum such as job coaching, leading recreational activity outings, independent living support and general life skill building. 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.

**General Staff Requirements:** All Ascendigo 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 is expected to act in a professional manner, exhibit positive and healthy behaviors 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.

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. We ask the program staff to maintain open lines of communication with parents and families. In many ways, we are in the guest services business and this means the highest level of customer service and satisfaction is expected.

Hiring and continued employment is contingent upon the following:

- Compliance with all Ascendigo licensing requirements relevant to your position.
- Compliance with good practices and standards of care for special needs children and adults.
- Compliance with Ascendigo written professional standards and policies and procedures. These include a no alcohol/no drug policy while on duty or at any time when present at an Ascendigo managed facility or activity, and a non-compete provision.
- 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 or upon hiring.
- 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, local terrain/community orientation, and Direct Service Provider

(DSP) training.

- Adequately carrying out the job responsibilities outlined herein.

**Job Duties:**

- 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.
- Follow directives established in each resident's Individual Life Plan (ILP) as well as those from the resident and their guardian/parent.
- Implement individualized behavior plans and programs for clients, through the implementation of Treatment Plans and consultation with our Board-Certified Behavior Analysts (BCBAs)
- Facilitate interactions with peers, coworkers, and families.
- Keep our clients motivated to learn through preference assessments.
- Use naturalistic teaching methods with our clients to teach them the skills that they need.
- 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, duckie rafting, hiking, paddle boarding etc.
- Support client in work place settings, collaborating with work place staff and finishing any job duties client is not able to do.
- 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.
- Accurately record data on the client's progress or lack there of using catalyst (data collection system).
- Communicating with program and clinical manager to make changes to programs and plans.
- Be courteous & professional with families, community partners.
- Communicate confidentially and professionally with other behavior analysts, Skills trainers & parents.
- Complete a 40-hour course to obtain Registered Behavior Technician status provided by Ascendigo (full time, year around staff only).
- 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.
- Report and fill out incident reports when necessary.

**Qualifications:**

- Knowledge of computers, including email, basic office software, online shopping, social media which residents use, and knows or is willing to learning and become proficient in technology specific to people with disabilities.
- Knowledge of the field of autism as it pertains to adults.
- Understanding and use of 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.

In addition, the successful candidate:

- Must be age 21 or over and have legal working status.
- Maintain First-Aid and CPR certifications.
- Must maintain a valid driver's license and excellent driving record.
- Must successfully complete required training.
- 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.
- Is able to travel for occasional professional development and client activities.

**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 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, good physical fitness to accompany residents on exercise and recreational activities. Must be able to operate household maintenance tools such as lawn mowers, leaf blowers, etc.

**Personal Characteristics:** The ST 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, the supervisor 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 residents 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 and other staff 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, to achieve client goals.
- 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.

**Housing Opportunity:** The job could include living on the premises of one of the Residential houses as a 'House Host', in this case, the Red House in Carbondale. Serving as a 'House Host' does not include providing direct services but does include providing natural support by helping to create a positive, structured, and safe home life. In exchange for providing natural support, rent would be discounted and would include utilities, internet and access to laundry facilities and hot tub. Living in an Ascendigo-managed home is contingent on signing the Housing License Agreement in Connection with Employment.