

**POSITION:**           **COMMUNITY LIVING TRAINER (CLT)**

**CLASSIFICATION:** Non-Exempt (Hourly)

**REPORTS TO:**       Community Living Manager

**DATE UPDATED:**   June 10, 2016

**POSITION SUMMARY:**

The Community Living Trainer (CLT) will provide quality services in training, assisting and supporting individuals with developmental disabilities with personal and home living skills.

**GENERAL DUTIES:**

1. Responsible to know the individuals' overall health, medication, therapy services and personal preferences.
2. Reporting and documenting all required reports in a timely manner.
3. Ensure billing documentation for assigned consumers is accurate, complete and submitted to the Instructor weekly and/or biweekly according to the CCRC Accounting department deadline.
4. Serve as an interdisciplinary (IDT) team member and attends meetings regarding consumers.
5. Community Living Trainers are required to abide by the CCRC Medication and Health Policy and the New Mexico Board of Pharmacy Standards and Regulations.
6. Community Living Trainers are required to ensure the health and safety of all consumers and homes by maintaining compliance with Office of Environmental Health (OEH) and Developmental Disabilities Waiver (DDW) service standards.
7. Implementing and maintaining documentation on outcomes, and action steps for consumers, according to the Individual Service Plan (ISP).
8. Assist and train consumers in proper personal hygiene, meal preparation and social skills.
9. Will assist and train individuals to maintain a safe and healthy home living environment on a daily basis.
10. Interact, supervise and assist consumers during activities to promote physical and emotional well-being.
11. Plan, implement, and coordinate activities and trips monthly with consumers. The monthly travel activity needs to be reviewed with the Community Living Instructor.
12. Complete and submit CCRC Nurse Assessment; and implement prescribed treatment plans for consumers during an illness.
13. Attend training as required.
14. Prior to operating a CCRC vehicle, CLT will conduct the vehicle inspection procedure to ensure vehicle is safe to operate.
15. Assist and support athletes who compete in Special Olympics.
16. Using the communication log, Community Living Trainers (CLT) are responsible to allow enough time to complete a proper shift exchange at 8:00am and 4:00pm with the day programs and the weekend shift. Community Living Trainer will document to notify the next shift of incidents, concerns or changes regarding the well-being of the consumer.
17. CLT is responsible to report any environmental hazard issues with their homes to their instructor and/or manager. A Facility Repair and Maintenance Request form must be completed and submitted to the Transportation and Facility Manager within 24 hours to expedite maintenance.

18. Emergency Evacuation Drill Evaluation Report must be completed monthly.
19. Depending on the weather and daily activities scheduled, ensure individual is dressed appropriately and comfortable for their daily activities.
20. CLT will assist individuals with daily household chores.
21. Exercise sanitary food preparation in accordance to Food Handler's certification.
22. Other duties as assigned.

### **PHYSICAL DEMANDS**

Physical demands must be met by the employee to safely perform the essential functions of this job. This position requires regular communication, long periods of standing and walking. The employee will be required to lift and transfer consumers of over 100lbs. This job requires reading and writing skills.

### **QUALIFICATIONS:**

1. High School Diploma or GED
2. Must Pass Employee Abuse Registry Clearance
3. Must Pass Caregivers Criminal History Screening Clearance
4. Valid Driver's License.
5. Able to lift 100 pounds and be in good physical condition.
6. One year working experience with Developmentally Disabled population or Human Services related training preferred.
7. Bilingual (Navajo/English) preferred.

**SALARY RANGE:** Depending upon qualifications and experience.