

SECTION:

TITLE: Reporting Structure, Job Descriptions

Title: Training Officer, Training Development Centre

Job Grade: Head of Centre

Report to:

I. Purpose

To perform the tasks of teaching, training, supervising, maintaining and developing the functioning level of client to function adequately and independently in the areas of Activities of Daily Living, Community Living, Social and Recreational Skills.

II. Main Duties and Responsibilities (80%)

Trainee Management & Development

- Formulate and implement Individual Training Programme (ITP) through professional Assessment.
- Engage in continuous assessment, training and evaluation of trainees' holistic Development.
- Monitor and implement a programme for the healthy development of trainees in the area of sensory awareness and sexual identity and relationships.
- Collaboratively work with families and Allied Staff in the implementation of trainees' ITPs
- Plan and implement motivational and behavior management plans for trainees.
- Plan and implement and monitor trainees' security and safety procedures.

Administrative & Operations

- Unit operational management
- Unit logistics management.
- Record information pertaining to individual trainees in Client's Log e.g. communications to/from caregivers and occurrences.
- Record significant behaviors for regulation in ABC Chart & Behavior Incident Log.
- Report and record in incident reports critical trainees' occurrences/events.
- Implement routine checks on physiological and psychological well-being of Trainees.
- Plan and implement appropriate group activities.
- Communicate and maintain good rapport with parents/caregivers.
- Attend staff meeting regularly.

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SECTION:**TITLE: Reporting Structure, Job Descriptions****Centre Transport Duties**

- To ensure safety procedures are adhered to in respect to alighting and boarding of buses by our clients upon arrival and departing from the centre.
- Staff on bus duties are to account for all clients arriving and departing from the centre.

Case/Health Referrals and Reviews

- To vet through all case/health referrals and reviews.
- To ensure that information provided are accurate and comprehensive.
- To upload reviews and health referrals into centre's shared folder.

Event Management

- Organize inclusion activities for trainees
- Organize internal events and activities for trainees
- Network and support external agencies that organize events for trainees

Secondary Duties and Responsibilities (20%)

Staff will be assigned to oversee at least one of the following duties and will provide assistance to the other staff assigned to their respective secondary duties.

Building and Maintenance

- To attend to request by staff on minor repairs and maintenance.
- To report to Head of Centre for any repairs.
- To attend immediately to any major and urgent repairs.
- To maintain and improve the physical environment of the Centre.
- To assist other staff in construction and /or improvement of the work area.

Occupational Health Safety/Centre Safety and Security

- To look into the safety aspects of the centre/clients/staff.
- To ensure the rooms/doors/windows/power points are properly shut down and locked at the end of the day/week.
- To ensure that safety rules, regulations and procedures are observed.
- To ensure safety management procedures are in place and are in operation.

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SECTION:**TITLE: Reporting Structure, Job Descriptions****Festivities**

- To organize festival celebrations for the centre.
- To organize annual camp for the centre.
- To organize clients' year end party.
- To organize clients' annual picnic.

Any other duties allocated by the Head of Centre.

Requirements

- Minimum O Levels/Diploma Holders
- Good interpersonal and communication skills
- Computer literacy skills – MS Word, Excel, and PowerPoint
- Passion to work with people with intellectual disabilities.

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