

## POSITION DESCRIPTION

Job Title:	<b>OTAC Trainer</b>		
Department/ Program:	OTAC Program	Reports To:	OTAC Program Director
Location:	Home Office	Travel Required:	Yes- Statewide
Salary Range:	\$20 - \$25 an hour	Position Type:	Full Time Non-Exempt
Positions Supervised:	0	Management Team:	No

### Position Summary

**The OTAC Trainer** is a highly skilled, content expert that develops and delivers public, private, and online training. Trainers are specialized in the processes used to train adult learners in a professional manner and deliver services in a way that embraces the organization's mission along with the fundamental philosophy of person-centered approaches.

**ISP Project Work** is a primary function of this position and includes supporting the development and delivery of ISP project work, as assigned by the ISP project managers.

### General Expectations

- Perform duties in a manner that represents the accepted values in the field of disabilities and supports the mission and vision of the organization
- Exhibit a positive attitude toward job duties, coworkers, and customers
- Exhibit cultural sensitivity and respect the perspectives of coworkers, customers, and all others whom you interact with as an employee of The Arc Oregon
- Be an active contributor to your team and collaborate on a consistent basis with other teams throughout the organization
- Demonstrate initiative, creativity, and self-direction in fulfilling job responsibilities

- Remain knowledgeable and updated on trends and issues relating to persons with disabilities
- Positively and professionally represent The Arc Oregon and your program to the public, building constructive working relationships with service vendors, project funding sources, community agencies and other service recipients
- Routinely contribute ideas and suggestions to improve services and/or operations
- Maintain open communication with supervisor, executive director, and co-workers regarding assigned duties and potential challenges
- Perform all duties in a timely, accurate and thorough manner
- Maintain a current Outlook calendar and communicate changes with Program Director
- Conduct business in a manner that is consistent with all policies and procedures of The Arc Oregon and its programs
- Seek out, and participate in (as approved by Executive Director), continuing education and professional development opportunities necessary to maintain required certifications or credentials, as well as enhancing general knowledge and skills related to assigned job duties and topics related to your area of expertise
- Maintain regular attendance at all scheduled internal meetings and participate in assigned workgroups or committees as approved by Executive Director
- Communicate with supervisor to understand tasks and deadlines
- Maintain knowledge of current OARs, Policy Transmittal, and Action Requests both at the state and federal level as necessary to deliver services appropriately
- Understand the importance of confidentiality and maintain strict confidentiality standards at all times
- Follow The Arc Oregon's policy related to propriety information and report any known breaches of copyright infringement to the Executive Director

### **Specific Responsibilities**

#### **OTAC Trainer:**

- Develop, and/or contribute to the development of curriculum for trainings, workshops, webinars, and e-learning
- Communicate regularly with Program Director to gain support with prioritizing tasks, as needed, to ensure timelines are met for meeting contractual obligations
- Complete all tasks in assigned projects, which are outlined in service agreements
- Correspond with customers and community partners by phone, in person, and in writing/email in an effective and timely manner
- Deliver all trainings as scheduled and notify the Program Director immediately if there is a scheduling conflict or other circumstances that may negatively affect the delivery of training
- Maintain all trainer materials in good working condition
- Complete all pre/post training processes, as required
- Actively seek out new opportunities to offer and provide OTAC products and services to new and existing customers and partners
- Maintain an up-to-date trainer profile and resume that can be shared with customers
- Other duties as discussed with and assigned by Program Director

#### **ISP Project Work**

- Attend and participate during ISP team meetings, as scheduled.
- Collaborate with ISP project team members to deliver contract deliverables in a timely, efficient manner.
- Regularly communicate project updates, including successes/barriers, to ISP the project managers
- Develop and deliver ISP curriculum both in-person and online
- Provide consultation to the project team as a content expert on various topics
- Responding to support requests, as requested by project managers

- Administrative support to the ISP project, as assigned by the ISP project managers

**Required Skills, Experience & Expertise**

Any combination of the following education, experience, and/or training that would likely provide the required knowledge and abilities to perform the duties of the position

- Employee should have:
  - Strong organizational and time management skills, including the ability to prioritize multiple competing deadlines and delegate tasks to team members
  - Excellent written and verbal communication skills
  - Working knowledge of Microsoft Office Suite programs
  - Ability to learn new software programs as needed to perform duties
  - Ability to work in a team environment which includes taking direction, working independently as well as working collaboratively
- Four-year degree from an accredited institution in an area of study associated with the field of disabilities. An advanced degree and/or specialized training in the specific area(s) of assigned project(s) is preferred
- Two years' experience providing training and/or group facilitation and strong understanding and application of Adult Learning theory and practice.
- Demonstrate expertise in at least two content areas related to individuals with disabilities
- 5 years' experience in programs serving persons with disabilities. Direct experience in the provision of staff training, organizational or applicable technical assistance or consultation. Specific areas of knowledge should include:
  - Work experience providing direct care working with families, residential providers and/or employment providers
  - Person Centered Approaches
  - Oregon Administrative Rules that apply to people with IDD

- Individual Support Planning
- Positive Behavior Support
- Demonstrated knowledge of the service values and trends current to the field of disabilities, and specifically in the area(s) of assigned projects
- Preferred skills and experience
  - Visual and/or graphic recording skills
  - Meeting facilitation skills
  - Credentialed Person-Centered Thinking™ Trainer or Mentor Trainer
  - LifeCourse™ Ambassador or knowledge of Charting the LifeCourse™ framework
  - Navigating and using online training/meeting platforms i.e., Zoom, Teams
  - Foundation and practice in Trauma Informed Care

### **Working Conditions**

- Duties are typically performed in a variety of environments including:
  - General office setting during traditional office working hours (8:30 a.m. – 5:00 p.m., Monday – Friday).
  - Off-site locations as necessary to conduct workshops and trainings, or to provide consulting services
  - Off-site locations as necessary to participate in meetings, participate in continuing education opportunities, and attend conferences
- Evening/weekend work is required on an as needed basis
- This position requires some travel to sites within daily commuting distance and occasional long-distance travel that may require overnight stays in- and out-of-state
- Use of private vehicle is required – Employee must have a valid driver’s license, good driving record, and required insurance coverage, or provide an acceptable alternate method of transportation

- This position can be physically demanding at times, requiring lifting over 20 pounds, driving long distances, arranging physical training spaces, and standing for long periods of time. Reasonable accommodations will be made upon request in order to fulfill the duties of this position as described
- An approved criminal history check is required

**Acceptance**

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Employee Name

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Signature

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Date