



**Company:** ABA of Wisconsin

**Contact:** [hiring@abaofwisconsin.org](mailto:hiring@abaofwisconsin.org)

**Position:** Independent Living Skills Trainer (part-time)

### **General Information**

ABA of Wisconsin's independent living skills trainers (ILSTs) provide education and skill development to help improve our client's ability to perform routine self-care activities independently, navigate social situations fluently, advocate for their needs/services, as well as safely and effectively utilize community resources. Our highly-trained staff ensure individualized services for each of our clients, and focus on improving skills that will increase independence. Our client's progress is evaluated regularly and changes are made in the training programs when necessary, based on client/family input and the expertise of ABA of WI's waiver services team. All of our ILSTs are supervised by skilled, licensed professionals who meet with them regularly to review progress and any areas of concern.

The majority of services will be delivered Monday through Friday between 4-8pm, and Saturdays during the day. Some services may be delivered in the morning, before school hours (6-7:30am).

### **Summary of Duties**

The Independent Living Skills Trainer is primarily responsible for providing education, skill development and/or training to improve the client's ability to perform activities independently as described by the fundamental responsibilities as listed below.

### **Essential Duties and Responsibilities**

1. Assists with activities in any of the following:
  - a. Daily living skills training (Ex. personal hygiene, food preparation, home maintenance, money management, community mobility, etc.).
  - b. Mentoring (Ex. coaching through social situations).
  - c. Consumer education and training (Ex. self-advocacy skills).
2. Provides services to clients that are instructional and focused on skill development.
3. Communicates and interacts in a professional manner with clients, families and ABA of Wisconsin staff.
4. Submits clear and informative written communication regarding progress with clients.
5. Utilizes time appropriately to ensure goals and tasks are being accomplished with clients. Generates suggestions for clients to improve focused tasks.
6. Conducts self in accordance with ABA's employee manual.
7. Maintains strictest confidentiality; adhering to all HIPAA guidelines/regulations.

### **Qualifications**

1. Ability to work independently.
2. Ability to travel to client sites.
3. Ability to lift heavy objects occasionally.
4. Follows policies and procedures; Completes tasks correctly and on time or notifies appropriate person with an alternate plan; Plans for additional resources; Supports organization's goals and values.
5. Ability to gather and analyze information skillfully.
6. Knowledgeable in the adaptation and use of specialized equipment for Independent Living Skills Trainers. Knowledgeable in the modification of client environments.
7. Performs other duties and special projects as assigned.

### **Education and Experience**

1. Must be 18 years of age or older and possess a minimum of a high school diploma.
2. Minimum of 2 years of experience working with target population.