

**LAND OF LINCOLN GOODWILL INDUSTRIES
JOB DESCRIPTION**

JOB TITLE Developmental Training Support Coordinator	DEPARTMENT / DIVISION Rehabilitation/Developmental Training
SUPERVISOR Developmental Training Program Manager	LOCATION 800 North 10 th Street, Springfield
CLASSIFICATION Non-exempt	POSITIONS SUPERVISED Service Participants

I. POSITION CONCEPT

Under the direction of the DT Program Manager, assists with various aspects of the DT Program.

II. ESSENTIAL JOB DUTIES

- Assists with the design, setting up and conducting of periodic time studies in accordance with DOL standards to determine rates of pay and commensurate wages. Maintains appropriate documentation to substantiate pay rates.
- Provides for alternate activities for service participants when appropriate.
- Provides guidance and direction to service participants to help them acquire acceptable work skills while performing assigned work arising from industrial contracts.
- Assists DT Program Manager in maintenance of ongoing production schedules, work methods, job specifications and quality control.
- Provides necessary daily support and supervision for clients working on contracts.
- Responsible for maintaining a neat, orderly, hazard-free and safe work setting for employees and service participants to work in.
- Maintains a pleasant environment.
- Schedules and oversees the transporting of materials and equipment pertaining to the contracts area.
- Provides overall coordination of transportation for all DT service participants.
- Coordinates the overall operation of the agency concession stand.
- Plays a primary role in the planning and coordination of special events for DT service participants, such as the Halloween party, Christmas party, picnic and the spring dinner/dance.
- Maintains necessary documentation for DT billing purposes.
- Compiles monthly attendance of all DT service participants and provides this information to the Accounting Department as required for submittal of monthly billing.
- Functions as a team member in the Rehabilitation Department.
- Attends staffings and meetings as needed.
- Performs other duties as assigned or required.

III. EQUIPMENT AND TOOLS USED

Vehicle, 15 passenger van, basic office equipment including: computer, telephone, photocopier, etc.

IV. REQUIREMENTS

- Requires high school diploma or equivalent.
- Must meet and maintain requirements for DSP training.
- Requires valid driver's license, good driving record, proof of insurance and J05 driving certificate (or ability to obtain J05 certificate).
- Requires use of personal vehicle to transport service participants and/or equipment.
- Must be at least 25 years old in order to meet insurance requirements for driving 15 passenger van.
- Requires the ability to maintain confidentiality of information related to LLGI operations, financial matters and personnel matters.
- Follows the dress code as directed by Goodwill and displays a professional image and attitude.

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- Ensures compliance with all Agency policies, procedures and safety standards throughout areas and maintain same to meet CARF, DOL and other applicable regulatory standards.
- Requires ability to be consistently at work and on time on scheduled work days.
- Requires ability to work a variety of schedules.
- Requires knowledge of and ability to follow all LLGI policies and procedures.
- Requires the ability to interact with people with disabilities in a manner which enhances their dignity, privacy and confidentiality.
- Requires ability to work independently while fostering a strong team atmosphere.
- Requires ability to complete tasks on time or communicate issues / problems with the appropriate person.
- Requires ability to promote a safe working environment and to ensure that all safety procedures are followed.
- Requires ability to successfully complete pre-employment drug screen, reference check and criminal background investigation.

V. PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Physical stamina and strength to lift or carry up to fifty (50) pounds.
- Ability to stand for long periods throughout each work day.
- Ability to reach by extending hand(s) or arm(s) in any direction.
- Ability to perform a combination of tasks, such as stooping, kneeling, crouching, crawling, lifting, reaching, carrying, pushing or pulling objects.

VI. CONTACTS

- LLGI staff
- Service participants
- Vendors

Acknowledgement of Position:

I acknowledge that this job description serves only as a guideline for the duties required of my position, and that job duties are subject to change, as the organization deems necessary. I understand and accept the position and I understand that these are the responsibilities and requirements of the position.

Employee Name (Please Print) _____ Date _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____