



**Position Title:** Training Supervisor

**Reports to:** Director of Programs

**Position Summary:** The Training Supervisor oversees the Registered Behavioral Technician (RBT) program offered in partnership with Santiago Canyon College. This individual has knowledge of the Behavioral Health field and understands the fundamental skills sets required to work as a Registered Behavioral Technician.

The Training Supervisor is responsible for ensuring that program participants (trainees) demonstrate progress towards workforce readiness standards and are prepared to advance to Employment Services at the conclusion of their training program. This individual works closely with the Director of Programs and collaborates with the case management and Career Readiness teams to accomplish this objective. Additionally, the Training Supervisor works in conjunction with faculty and staff at Santiago Canyon College to support trainees through the Behavioral Technician coursework, trouble-shoot potential problems to ensure program expectations are met and certification achieved.

The Training Supervisor has a proven track record in education or youth development positions with strong project management skills. They are dedicated to continuous improvement, are a proactive problem solver, and possess excellent communication and follow-up skills.

#### **KEY RESPONSIBILITIES:**

- Coordinate all aspects of the RBT instructional program ensuring excellent communication with the SCC instructors on instructional materials and supplies, trainee behavior and attendance, testing dates and other items as needed
- Proactively prepare and implement coursework which effectively leverages a blended learning approach (remote, live online, and onsite); Utilize Schoology, Teams and other tools to work closely with the Director of Programs to ensure training completion and workforce readiness targets are met, identify areas for improvement as well as opportunities to share successful strategies
- Provide reinforcement on instruction across a wide range of topics including: professional behavior, terminology, applied behavior analysis (ABA), developmental/behavioral disabilities, data collection, among others
- Assess workforce readiness for every intern weekly and coach them in assessing and achieving goals for improvement; Provide coaching and mentoring to trainees and assist them with strategies to help them complete the training
- Lead weekly team meetings to assess progress on workforce readiness criteria by each trainee including attendance, identify areas where additional support is needed, and to collaborate with the Support Specialist/Therapist on individual action plans
- Work closely with the SCC faculty to gather and share feedback on progress to workforce readiness with trainees

- Serve as a professional role model in appearance, demeanor, and interaction for program participants
- Provide industry expertise for both programs to link employer needs and industry-based instruction
- Oversee the accurate recording of data into data management systems (Apricot, Schoology) in regards to attendance and scores for trainees
- Communicate with key staff to effectively maximize trainee success
- Assist in other programs with coordination and teaching as needed

**Qualifications:**

- Minimum of two-years of experience working with youth and young adults (ages 13-24) in an educational, youth development, mentoring, or program delivery setting
- Minimum of three-years of experience teaching applied behavioral analysis (ABA) and training of behavioral technicians
- Working knowledge of applied behavioral analysis (ABA) and autism spectrum disorder (ASD)
- Registered Behavioral Technician certification or Bachelor's degree in Education or related field preferred
- Bilingual in Spanish a plus
- Successful completion of background check required
- Must have a valid CA Driver's License, reliable transportation, and meet state required automobile insurance minimums

**Additional Requirements:**

- Ability to work with frequent interruptions and changes in workload priorities, ability to prioritize tasks, ability to maintain confidentiality.
- Ability to coordinate programming during the day or on an evening class schedule which may differ from semester to semester
- Demonstrates competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the mission of Hope Builders.
- Ability to lift 25 pounds

**Compensation and Work Hours:**

- \$27.00 - \$28.00/per hour
- Full medical, dental, and vision benefits. Additional benefits available including 401(k) retirement plan.
- Part-time position between 24-28 hours per week; potential for full-time position (40 hours per week) within 1<sup>st</sup> year of employment
- Willingness and ability to work remotely.

*This organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Employment at Hope Builders may be terminated at will by the employee or Hope Builders at any time with or without cause and with or without notice.*

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