

**FRANKLIN COUNTY BOARD OF MENTAL RETARDATION  
AND DEVELOPMENTAL DISABILITIES  
2879 Johnstown Road  
Columbus, Ohio 43219**

**POSITION OPEN:** SUBSTITUTE ASSISTANT TRAINING SPECIALIST – WEST

**MINIMUM QUALIFICATIONS:** High School Diploma or equivalent; one year experience in the field of Mental Retardation and Developmental Disabilities preferred; must be able to lift, bend, push and pull up to 50 pounds

**LICENSE/CERTIFICATION REQUIRED:** Adult Services Registration - Ohio Department of MR/DD

**DUTIES/RESPONSIBILITIES:**

Assists in the personal care, supervision and instruction of individuals with moderate, severe and profound mental retardation and developmental disabilities; areas of concentration include: management of clients' body including toileting, eating and mobility, participation in habilitation activities and work; receives direction from assigned staff; performs as substitute; assists and trains individuals in embarkation to and disembarkation from transportation vehicles

Assists in implementing daily program plans for assigned individuals in order to meet objectives as established on the individual plans

Assists in maintaining facility-based and community environments which are conducive for work and learning and are free of health and safety hazards

Assists in the preparation and maintenance of written records and reports as required on, but not limited to, attendance, program objectives, behavioral data and progress data for regular evaluations and for revision of individual plans

Participates in staff training programs, reads professional literature and attends seminars, academic classes or workshops to enhance professional knowledge and skills in areas such as but not limited to, behavioral management, systematic training, counseling, normalization, mental retardation, special education, production management, ergonomics, instruction and/or curriculum development

Attends and participates in staff meetings to obtain and provide information; provides transportation for employees

May perform delegated nursing tasks and/or procedures

Performs other related duties as assigned

IF INTERESTED, PLEASE APPLY AT 2879 JOHNSTOWN ROAD, COLUMBUS, OHIO 43219

**AN EEO EMPLOYER**