

**FRANKLIN COUNTY BOARD OF MENTAL RETARDATION
AND DEVELOPMENTAL DISABILITIES**

**2879 Johnstown Road
Columbus, Ohio 43219**

POSITION OPEN: TRAINING SPECIALIST/JANITORIAL TRAINING – ESD – 2nd SHIFT

MINIMUM QUALIFICATIONS: High School Diploma or equivalent; one year experience in related field is preferred; must be able to lift, bend, push and pull up to 25 pounds

LICENSE/CERTIFICATION REQUIRED: Adult Services Registration - Ohio Department of MR/DD; valid Ohio Driver's License - Ohio Bureau of Motor Vehicles

DUTIES/RESPONSIBILITIES:

Provides supervision and systematic training to employees in the acquisition of janitorial/maintenance skills in the workshop setting

Assists with the tasks in janitorial, food service and laundry

Provides supervision and systematic training to clients in OJT situations including but not limited to, lawn maintenance and housekeeping; plans and provides training during periods of work reduction

Implements goals and objectives of Individual Plans in the work environment consistent with the philosophy of systematic training and normalization

Coordinates training and/or supervision of employees in Projects with Industries situations with supervisor

Maintains accurate and updated reports of employees

Encourages, develops and maintains positive occupational, safety, health and social skills

Participates in employee staffings and provides organized, systematic information on employees progress, production and growth

Procures and/or prepares available equipment necessary for production and training in the work environment; provides transportation for employees

Submits written requests for supplies, materials and equipment to the supervisor and prepares and maintains inventories within the assigned work area

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