

Robert Smith

Vocational Trainer

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SUMMARY

As a Vocational Trainer, responsible for Providing vocational training and support to individuals with developmental disabilities within the workshop production, food service, janitorial secretarial programs, as well as individuals participating in internship opportunities,etc.,.

SKILLS

Monitoring Skills, Documenting Skills, Management Skills.

WORK EXPERIENCE

Vocational Trainer

ABC Corporation - August 1998 - September 1999

- Taught vocational and job-seeking skills in high school special education classrooms.
- Advised minors and their families regarding the home, school, and employment issues.
- Supervised the classroom with the primary teacher away.
- Worked with special-needs clients to provide job skills needed for employment success.
- Managed production-based contracts, distributed work materials, performed quality control, and payroll documentation.
- Monitored Individual Habilitation Plans and carried out behavioral therapy guidelines.
- Accurately documented clients progress and daily activities.

Vocational Trainer

Delta Corporation - 1994 - 1998

- Jennifer Stillwells Providing on-site direct behavioral health care to the consumer such as health and exercise issues, behavior.
- Angela Kipper Picking up and dropping off consumers to their home/and or group home
- Volunteering at meals on wheels, soup kitchen, puppy.
- Supervise clients with autism.
- Recently was the recipient of The Boards Employee of the Month Award.
- Used I really have to think outside of the box, multi-task, be flexible and patient.
- Counsels and instructs students in matters such as vocational choices, job readiness, and job retention skills and behaviors Instructs students in.
- Provide training and assistance for persons diagnose with Developmental Disabilities Provide activities and implement treatment plans for people.

EDUCATION

High School Diploma