



**ASSISTANCE DOGS OF THE WEST**

**DRAFT**

## **Student Trainer Programs (STP) Facilitator Job Description**

Assistance Dogs of the West (ADW) builds successful working partnerships between clients and dogs that empower people and open doors to new opportunities. ADW's compassionate training approach facilitates the deepest possible bond between humans and animals, and models best practices in social-relationship interactions.

**Position Title:** Facilitator of ADW Student Trainer Programs

**Position Type:** Part-time, non-exempt

**Compensation:** Commensurate with Experience

**Reports to:** Program Manager, LCSW

### **Overall Summary**

The Facilitator of ADW Student Trainer Programs is a part-time position based in Santa Fe with duties that focus on co-facilitating, alongside an ADW Trainer, the following programs: ADW's Work-Based Learning (WBL) and original Student Training group curricula for youth ages 8-22 years old, with and without disabilities during in-school, after-school, and summer camp programs; support WBL participating student trainers with all five pre-employment transition services (workplace readiness skills, work-based learning, job exploration, counseling on post-secondary education options, and self-advocacy instruction) in group and 1:1 sessions; provide case management and referrals for WBL student trainers; assist with recruitment of students; program coordination and outreach with existing and new program partners; facilitate special community events in the field of inclusive employment and education for people with disabilities.

Facilitator will focus mostly on the "human side" of the canine-human bond, though will also support students with practicing the dog skills as being taught in class.

Schedule would include 2-3 classes per day, for 2-3 days per week, with additional time providing case management services for WBL students. Note that we strive to maintain a consistent schedule year-round, but our schedule may change semester-by-semester, as we work with our school partners.

## Essential Functions

The essential functions listed below are intended only as illustrations of the various types of work that may be performed; the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to be completed by the position.

- Facilitate ADW Student Trainer Groups, focusing on group/classroom management, accommodations for students with disabilities or other needs
- Create lesson plans for each session, along with co-facilitator ADW Trainer
- Provide 1:1 Pre-Employment Transition Services counseling, case management, referrals, and college/scholarship/employment application support, and supportive services for WBL program students
- Provide job coaching to student participants during their program with us; possibility to extend this job coaching to other work-based learning sites on case-by-case basis with student participants
- During group classes and when supervising training center student interns, assist student trainer participants in consistently and safely handling and interacting with them, according to ADW standards and protocols
- Facilitate student trainer's use of accommodations, including identifying accommodation needs and finding possibilities; educate and assist student trainers in requesting accommodations
- Create Avail job coaching videos for WBL program
- Coordinate community outreach and education events related to inclusive employment and education for people with disabilities
- Provide group lessons in humane education, often to younger children ages 8-14 years old, following curriculum. Modify curriculum for maximum engagement and learning.
- Participate in weekly WBL Program Staff meetings to plan group and individual, services and community outreach WBL services
- Submit monthly reports for each WBL student participant

## Other

- Represent ADW at community events, participate in presentations and conduct demonstrations as requested
- Organize student presentations for Graduation
- Participate in continuing education relative to the position
- Other duties as assigned by management

## Work Environment

This job operates in a professional office environment, canine training facilities, surrounding areas, indoors and outdoors on diverse terrain, schools, agencies, and community sites, public and private.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to stand, bend, stoop, kneel, crouch, crawl and perform a variety of physical motions with his or her hand, arms, shoulders and legs in order to assist students with handling and training the dogs.

The employee must regularly lift and move up to 50 pounds and frequently lift and/or move up to 25 pounds.

### **Position Type and Expected Hours of Work**

This is a part-time, non-exempt position consisting of 16-24 hours of work per week. This position may require working weekends, evenings, holidays and being open to working additional shifts on an as needed basis. Flexibility will be required to accommodate the schedules of our students, clients, and co-workers. Schedule may change semester-to-semester to accommodate our school partners.

### **Travel**

Routine local travel, frequent travel to Taos and occasionally Albuquerque, travel to work sites and training sites in the community, ADW program spaces and other public spaces is expected.

### **Education, Experience and Competencies**

- Bachelor's or Master's in a related field (social work, special education or general education, vocational rehabilitation) REQUIRED
- Ability to obtain NMPED PreK-12 Licensed Rehabilitation Counselor license, REQUIRED [NMPED Rehabilitation Counselor License Level One Information Link](#)
- Minimum 2 years experience working with children and people with disabilities, REQUIRED
- Certified Employment Support Professional (CESP), or ACRE Certificate, PREFERRED
- American Sign Language (ASL) skills, PREFERRED.

### **Dog Interaction and Training Skills**

- Must have an affinity for dogs
- Must be able to learn ADW dog training techniques and consistently implement training techniques and assist students of all ages and diverse skill levels and abilities in learning and implementing
- Must be able to work in a fast paced, noisy, chaotic environment
- Must be able to work cooperatively in a team environment
- Must be able to work independently and have excellent decision making, judgment and problem solving skills
- Must be able to stay focused despite numerous distractions and multiple tasks to complete

### **Leadership and Communication Skills**

- Ability to lead and co-facilitate groups of youth, ages 8-22 years old, and provide group/classroom management. Tailor each group's facilitation style to that group's particular goals.

- Ability to give presentations comfortably to small and large groups
- Ability to communicate effectively with students, donors, clients, volunteers, vendors, stakeholders and others having business with the company
- Must exercise professionalism and maintain a high level of confidentiality
- Desire and patience to work with people with disabilities with empathy, not sympathy

### **Additional Eligibility Qualifications**

Must have a valid driver's license in good standing and maintain current vehicle insurance.

### **Work Authorization**

Must be authorized to work in the United States

### **Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Essential and marginal job duties, responsibilities and activities may change at any time with or without notice.

### **Equal Employment Opportunity**

It is the policy of ADW that all employees and applicants receive equal consideration and treatment without regard to the individual's race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity (transgender status), domestic partner status, marital status, disability, AIDS/HIV status, height, weight or any other protected group status as defined by law.