



Assistant Program Leader - Team Trainer Job Description

The Assistant Program Leader - Team Trainer at Phyxius Inc. plays a crucial role in overseeing staff training and development. This position ensures that all team members are equipped with essential knowledge and skills in areas such as medication administration, client support plans, and safety protocols. Additionally, the role involves managing training records, fostering a supportive and professional work environment, and upholding high standards of team performance and home operations. The position combines direct care responsibilities with managerial oversight to deliver exceptional care and ensure compliance with documentation and operational standards.

Qualifications:

This position requires an individual with a genuine interest and demonstrated abilities in working with clients with developmental disabilities. Applicants will be evaluated based on their attitudes, skills, and aptitude for supporting individuals in this field.

- Must pass a background check.
- Must demonstrate capability to physically perform all direct care tasks.
- Must pass Therapeutic Intervention training, including all physical restraints.
- Proof of a valid driver's license with a clean driving record is required.
- Successful completion of Phyxius Inc.'s Assistant Program Leader training is mandatory.

Conditions of Employment:

The first six months of employment constitute a probationary period, during which performance will be evaluated.

Availability:

This full-time position requires flexibility in scheduling, including weekends, holidays, and after-hours responsibilities. The role also demands availability for overnight checks and responding to emergency situations. Employees may be required to work at multiple locations and must be willing to adapt to changing schedules.

Reports To:

This position reports directly to the Program Leader, Operations Supervisors, and Directors.

Key Attributes for Success:

- Strong leadership and training abilities
- Excellent communication skills
- Experience in Direct Care
- Organizational skills
- Problem solving skills
- Operational skills
- Empathy and patience
- Attention to detail

- Flexibility
- Team oriented positive attitude

Key Responsibilities:

- Conduct new hire orientations, including medication demonstrations, van training, and shadow shift training.
- Ensure compliance with STAR and mandatory training for yourself and staff (e.g., OSHA, HIPAA, VA, CORE).
- Conduct medication demonstrations (initial and follow-up) and ensure staff completes all required training.
- Organize recall meetings for new hires after completing training.
- Schedule and lead quarterly or semi-annual staff training and meetings.
- Manage First Aid renewals and submit DPF-025 forms for annual staff compliance.
- Train staff on Client Support Plans and facilitate follow-up meetings after Annual Service Plan discussions.
- Complete and scan employee files for new hires and cross-trainers.
- Maintain accuracy and timely submission of all required documentation, including financials and training records.
- Conduct monthly overnight checks, as requested and review house cleaning lists to ensure thorough completion.
- Perform bi-monthly audits and scanning of financial records.
- Update staff and house phone lists as needed.
- Oversee van maintenance and home inspections, ensuring cleanliness, safety, and timely repairs.
- Manage menu planning, grocery shopping, and supply inventory.
- Provide 20-30 hours per week of Direct Care.

Employee Acknowledgment

Date: 02/20/25

Signature: 
Katherine Wittkowski-Boyd (Feb 20, 2025 13:37 CST)

BILLING INFORMATION ACKNOWLEDGEMENT

This company is committed to compliance with all Federal and State laws that govern the delivery of and billing for services. Minnesota Statutes, section 256B.4912, subdivision 11 requires that upon employment and annually thereafter, staff attest to reviewing and understanding the below statement.

I attest to reviewing and understanding the following statement:

“It is a federal crime to provide materially false information on service billings for medical assistance or services provided under a federally approved waiver plan as authorized under Minnesota Statutes, sections 256B.0913, 256B.0915, 256B.092, and 256B.49.”

What this means:

- I understand I provide services that are paid for through medical assistance or through federal waiver plans.
- I understand that documentation must be accurate, including my timecard or other time tracking systems.
- Minnesota Statutes, sections 256B.0913 applies to the Alternative Care, 256B.0915 applies to the Elderly Waiver, 256B.092 applies to the Developmental Disabilities Waiver, and 256B.49 applies to waivers for persons with disabilities.

Katherine Wittkowski-Boyd

Printed Name


[Katherine Wittkowski-Boyd \(Feb 20, 2025 13:37 CST\)](#)

Signature

02/20/25

Date



Rationale:

260C.212 Subd. 14. **Support age-appropriate and developmentally appropriate activities for foster children.** Responsible social services agencies and child-placing agencies shall support a foster child's emotional and developmental growth by permitting the child to participate in activities or events that are generally accepted as suitable for children of the same chronological age or are developmentally appropriate for the child. Foster parents and residential facility staff are permitted to allow foster children to participate in extracurricular, social, or cultural activities that are typical for the child's age by applying reasonable and prudent parenting standards. Reasonable and prudent parenting standards are characterized by careful and sensible parenting decisions that maintain the child's health and safety, and are made in the child's best interest.

Purpose:

To ensure that each foster child can experience equal "normalcy" in extracurricular activities as a non-foster child. Following the Prudent Parenting Standards allows the foster child's extended team to assist with making reasonable decisions in the best interest of the foster child.

Procedure:

When a foster child makes a request for an extracurricular activity, overnight stays or wants to make a drastic change in appearance. The designated will contact the guardian and social worker for consultation. If unable to reach either party the designated staff will utilize the Prudent Parenting Standards listed above in statute.

When at all possible the extended team should follow the case plan/out of home placement plan. It is best practice to make these plans as detailed as possible. When making decisions about the foster child the team must consider the following:

- Is it age and developmentally appropriate
- Is it accepted as suitable for children of the same chronological age or level of maturity
- All decisions should be based off of the child's emotional, physical and behavioral capacities typical for an age group
- Risk of activity
- Importance of experience in the child's emotional and developmental growth
- Importance of a family like experience
- Wishes of parent and guardian as appropriate

Benefits:

Following the guidelines may increase social and emotional bonds; participating in activities that make them feel "normal" may mitigate trauma. Provide foster kids the opportunity to practice skills in a protected environment and contributes to a successful transition to adulthood.

Staff Name Printed: Katherine Wittkowski-Boyd Staff Signature:  Date: 02/20/25
Katherine Wittkowski-Boyd (Feb 20, 2025 13:37 CST)

Katherine Wittkowski-Boyd 2V Adobe Office Assistant PL Team Trainer versionJBP 2025

Final Audit Report

2025-02-20

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