



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: 7/31/25
Signature: [Handwritten Signature]