



Job Title: Training Assistant

The Training Assistant is an administrative position that will report directly to the Training Supervisor. This person must possess exceptional communication skills both and must exude professionalism in all interactions as a representative of ConnectPlus Therapy. In this role the Training Assistant will support the training supervisor in completion of all new and ongoing company training. This position will primarily be working out of Connect Plus Therapy's Cherry Hill location (1 Allison Dr. Cherry Hill, NJ 08003), but will require travel to Connect Plus Therapy's other locations.. This position is a full-time position that will work 40 hours a week Monday through Friday in an office setting.

Major Duties:

- Conducting weekly orientations with BTs and RBTs
- Support and guide technicians to obtain the Registered Behavior Technician certification
- Ensuring compliance with annual HIPAA training
- Provide Central Reach Training as well as offer monthly training for CR.
- Data entry
- Schedule and confirm safety care
- Creation of expiration notification in PODIO
- Conduct CPR trainings
- All other duties as assigned

Skills and Competencies:

- Proficient in the use of various computer programs including Microsoft Office and Google Suites; experience with CentralReach and Podio preferred
- Confident and clear communication skills for interdepartmental communications
- Excellent written communication skills for professional emails and various reporting methods
- Ability to provide and receive feedback
- Excellent time management skills; must be able to handle multiple projects as assigned

Physical Requirements:

- Ability to write, type, and operate a computer for hours at a time
- Ability to sit and stand for several hours at a time
- Ability to lift up to 40 pounds
- Ability to climb stairs

Education and Experience:

- Two Years of ABA experience required, RBT preferred

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- Valid Driver's License
- CPR trainer certification highly preferred
- High school diploma or equivalent required