

**Job Title:** Certified MANDT Instructor

**Department:** Behavior Services

**Reports To:** Lead Registered Behavior Technician (Lead RBT)

**Directly Supervises:** None

**FLSA Status:** Non-Exempt, Hourly

**Work Schedule:** Variable; based on agency training needs

**Location:** Agency office

**On-Call Requirement:** No formal on-call capacity. May be asked to respond intermittently to support staff during a behavior crisis on a case-by-case basis.

## Position Summary

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The Certified MANDT Instructor is responsible for delivering, managing, and documenting MANDT training for Abilities, LLC employees. Day-to-day work includes conducting initial certification and recertification courses, maintaining instructor certification requirements, entering and tracking training records, confirming participant completion, and communicating training outcomes and concerns through the established escalation pathway. This role carries significant responsibility for safety, compliance, and professionalism and must follow all curriculum standards, mandated reporting laws, and Abilities, LLC policies.

## Position Purpose

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This role exists to ensure employees are properly trained in safe, trauma-informed crisis prevention and de-escalation practices while protecting the rights, safety, and dignity of individuals served. Through consistent training delivery, accurate documentation, and required reporting of concerns, the Certified MANDT Instructor supports staff readiness, individual safety, and regulatory compliance.

## Qualifications & Requirements

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### Minimum Qualifications

- Must be at least 18 years of age
- High school diploma or GED required
- Active Certified MANDT Instructor certification in good standing
- Ability to meet and maintain all MANDT Instructor recertification requirements
- Ability to pass required background check
- Ability to read, write, and communicate clearly in English
- Willingness and ability to complete all required training and maintain certifications
- Ability to follow agency policies, curriculum standards, and mandated reporting laws

### Physical Requirements

- Ability to kneel, stoop, crouch, bend, and reach
- Ability to safely demonstrate approved physical skills and techniques
- Ability to sit or stand for extended periods
- Ability to move throughout training environments
- Ability to participate in and monitor physical activity during training
- Ability to drive as required for job duties

### **Technology & Computer Requirements**

- Ability to use a computer or tablet independently
- Ability to send and receive work-related emails
- Ability to accurately enter and update training and learning data
- Ability to navigate online certification and training platforms
- Ability to maintain and update an online MANDT instructor profile

### **Role, Scope, & Authority**

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The Certified MANDT Instructor has limited authority related to training delivery only. This role is responsible for delivering approved MANDT curriculum, assessing participant competency, and identifying training or safety concerns. The Certified MANDT Instructor does not have supervisory, disciplinary, or managerial authority and does not interpret or modify agency policy.

The instructor may not modify MANDT curriculum, authorize unapproved physical interventions, grant exceptions to training standards, or override agency procedures. All concerns beyond training delivery must be escalated to the Lead RBT.

### **Escalation Pathway**

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The Certified MANDT Instructor is responsible for reporting concerns promptly and appropriately. Concerns must be escalated in the following order:

**Certified MANDT Instructor → Lead RBT →  
Behavior Analyst → Director of Residential Operations**

The Lead RBT determines next steps and escalates to the Director of Behavior Services/Behavior Analyst as needed. If further escalation is required, concerns are elevated to the Director of Residential Operations.

Immediate escalation is required for:

- Safety incidents or injuries during training
- Suspected abuse, neglect, sexual abuse, exploitation, or misuse of funds
- Unsafe participant behavior or practices
- Ethical or scope-of-practice concerns

- Training noncompliance or certification issues

Failure to escalate known concerns is a performance issue and may result in corrective action.

## **Core Responsibilities**

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### **MANDT Training Delivery**

The Certified MANDT Instructor is responsible for delivering initial certification and recertification training in accordance with approved MANDT curriculum. This includes teaching required concepts, modeling skills, facilitating practice, and evaluating participant competency.

Training must be conducted safely, consistently, and in alignment with curriculum requirements, agency policy, and trauma-informed principles.

### **Quarterly Refresher Instruction at House Meetings**

The Certified MANDT Instructor must provide additional hands-on instruction once per quarter during scheduled House Meetings at every home where MANDT techniques are actively used or where MANDT use is documented within any individual's plan, Behavior Support Plan (BSP), or due process documents.

Refresher instruction must focus primarily on approved physical holds and techniques, as this is the area where direct care staff most commonly need reinforcement. The goal of quarterly refreshers is to maintain staff confidence and competency between formal certification and recertification cycles.

The Certified MANDT Instructor is responsible for coordinating with House Managers and the Lead RBT to confirm which homes require quarterly refresher instruction and to schedule attendance at applicable House Meetings.

### **Instructor Certification Maintenance & Agency-Paid Costs**

The Certified MANDT Instructor is responsible for maintaining active instructor certification at all times. This includes maintaining an up-to-date online MANDT instructor profile, registering for and completing required recertifications, completing continuing education requirements, and tracking renewal deadlines.

Abilities, LLC pays for all required MANDT Instructor certification and recertification costs, including certification fees, required training registration, reasonable travel expenses, lodging, and meals associated with required certification or recertification events. All arrangements and reimbursements must follow agency travel and expense policies.

Failure to maintain instructor certification may result in suspension or removal of instructor duties.

### **Training Records & Learning Documentation**

The Certified MANDT Instructor is responsible for entering training and learning information accurately and timely. This includes recording attendance, confirming course completion, and submitting required information so participants can obtain certificates. All completed training certificates must be submitted to Human Resources for filing in employee records.

Training records must meet agency documentation standards and compliance requirements.

### **Participant Oversight & Safety**

The Certified MANDT Instructor is responsible for verifying participant eligibility, monitoring competency during training, and identifying participants who do not meet training standards. When necessary, the instructor recommends remediation or retraining and escalates concerns to the Lead RBT.

Safety is the highest priority during all training activities.

### **Abuse, Neglect, and Mandated Reporting**

The Certified MANDT Instructor is a mandated reporter and is responsible for recognizing, responding to, and reporting concerns related to abuse, neglect, sexual abuse, exploitation, or misuse of funds involving individuals served.

This includes identifying potential indicators, reporting concerns immediately through required reporting pathways, following all state, federal, and agency-mandated reporting procedures, and cooperating fully with investigations.

Failure to report known or suspected abuse, neglect, sexual abuse, or misuse of funds is a serious violation of policy and may result in disciplinary action, up to and including termination.

### **Communication & Information Sharing**

The Certified MANDT Instructor is responsible for maintaining clear, timely, and professional communication related to training delivery, certification status, safety concerns, and compliance requirements.

This includes communicating training schedules and expectations, notifying the Lead RBT of completion status or deficiencies, reporting safety incidents or risks immediately, clarifying documentation needs, and using only agency-approved communication platforms.

### **Professional Conduct & Role Modeling**

The Certified MANDT Instructor is expected to model professional conduct at all times. This includes maintaining confidentiality, using appropriate language and tone, respecting boundaries, and creating a safe and respectful learning environment.

Professional conduct expectations apply during all training activities and interactions.

## Our Values & Ethical Expectations

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Abilities, LLC values Integrity, Community, and Empathy. As a Certified MANDT Instructor, these values are essential to safety, trust, and compliance.

**Integrity:** Deliver the approved MANDT curriculum exactly as designed without shortcuts or modifications. Document training outcomes honestly, including when a participant does not meet competency standards. Report safety concerns and certification lapses immediately, even when it is uncomfortable to do so.

**Community:** Build trust with direct care staff by creating a training environment where questions are welcome and mistakes are treated as learning opportunities. Coordinate with House Managers and the Lead RBT to ensure quarterly refreshers are accessible and relevant. Recognize that your role strengthens the safety of every home and every person we serve.

**Empathy:** Approach every training session with the understanding that staff may feel anxious or uncertain about physical interventions. Use patience, encouragement, and trauma-informed practices to build competence without shame. Remember that the individuals served by these staff members depend on this training being delivered with care and respect.

Upholding these expectations is a condition of employment.

## Signature Block

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By signing below, I acknowledge that I have received and reviewed this job description for the Certified MANDT Instructor position. I understand the responsibilities, expectations, and requirements outlined in this document. I understand that this job description is not an employment contract and does not guarantee employment for any specific period. Abilities, LLC reserves the right to modify this job description at any time based on organizational needs, regulatory changes, or operational requirements.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_