

SUPPORTED EMPLOYMENT WORKER

0001

GENERAL DESCRIPTION OF CLASS

This classification provides a means of entry for persons with the Developmental Disabilities into State service. In conjunction with a job coach or other forms of support, the Supported Employment Worker performs routine tasks that will be learned on the job. Work performed may be in any of various fields, such as clerical, labor, natural resource, or service occupations.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

Examples of duties and responsibilities, below, are typical of those assigned to the class. It is not intended to be exclusive. It is intended to describe the level of work performed regardless of the field or occupation of the work.

Allocation of positions to this class will depend on the total work performed which may include one or a combination of the duties or tasks listed below.

Typical Tasks: makes copies by feeding originals into copier; staples a combination of materials such as colored and bond paper; performs repetitive processing of documents by sorting and batching; stuffs, stamps, and labels envelopes for mailings; files or purges documents that are easily recognizable such as color-coded files; mops, dusts, sweeps; empties ash trays and wastebaskets; sorts, folds, and stocks linens; wipes walls and furniture; sets up food trays by wrapping utensils; clears dirty dishes and trays from tables; wipes tables, trays and food carts; sorts and stacks dishes; sets out food and condiments on serving lines; rakes leaves; pulls weeds, collects and bags trash and debris; packs and unpacks boxes, cartons, and cases; loads materials/merchandise on, or unloads from, pallets, shelves, conveyor belts; clears parks and forest trails of unwanted debris and vegetation; sorts and tags fish and fish eggs at hatcheries; sorts seedlings and discards those deemed unacceptable; plants acceptable seedlings in pre-designated areas; waters, feeds, lifts, moves, and attends to the comfort of farm or research animals such as goats, rabbits, dogs, guinea pigs, and rats; removes soiled bedding and debris from cages and pens; cleans cages and pens; places clean bedding in cages and pens.

RELATIONSHIPS WITH OTHERS

Contact with others will vary based on the duties assigned. Some employees (i.e. those performing filing or copying tasks) will have limited contacts with others outside the immediate work unit. Other employees (i.e. those performing grounds maintenance) may have regular contact with agency clients and the public using the grounds.

SUPERVISION RECEIVED

Employees in this class initially receive close supervision from an administrative superior. As proficiency of the worker increases the supervision may become more general. Work is reviewed for completeness, accuracy and timeliness; and compliance with agency policies and procedures, and applicable statutes and rules (i.e. rules for handling research animals). Daily guidance of the worker may be delegate to, and assignments may be given verbally through, a job coach who instructs the worker in proper procedure, techniques, and guidelines.

GENERAL INFORMATION

Positions are found in central and remote locations throughout State Government (e.g., general government agencies, human or natural resource agencies, correctional, mental health, or higher education institutions, hospitals, etc.). They require the willingness to work within the environment associated with the position's location.

Employees in this class receive ongoing support from a community support organization, frequently in the form of a job coach. The job coach learns the proper procedures, techniques and guidelines of the job and then teaches them to the worker. The job coach, or other forms of support, remains with the worker until an adequate level of self-proficiency is attained.

Employees in this class will usually be appointed for 90-days pursuant to ORS 240.393. Upon successful completion of the 90-day appointment, the employee is accorded trial service status.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

Ability to satisfactorily perform the functions of the job with the support of a job coach or other support from a community based support organization.

SPECIAL QUALIFICATIONS

Applicants for position in this class must be certified as severely handicapped by the Vocational Rehabilitation Division, be developmentally disabled **and** in need of ongoing support.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.