



BEHAVIOR / VOCATIONAL SPECIALIST 1

6296

GENERAL DESCRIPTION OF CLASS

The BEHAVIOR / VOCATIONAL SPECIALIST 1, under the direction and supervision of a site manager, finds employment and develops and manages the vocational and day programs for developmentally disabled clients in the assigned State Operated Community Program (SOCP). Employees contribute to the client's productivity, independence and integration into the community. Behavior / Vocational Specialist 1's assess the vocational needs of the client and develop vocational training or employment opportunities based on those needs. They also act as a communicator and advocate on behalf of the client between job sites, community partners and the agency.

DISTINGUISHING FEATURES

This is the first level of a two level series. Positions in this class are responsible for providing vocational opportunities and day program activities to clients. Work at this level is performed under well-defined procedures and instructions.

This class is distinguished from the higher-level classifications by lack of responsibility for complex analyses and evaluation of client's medical and behavioral needs, and developing behavior support plans.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may perform all or some combination of the duties listed below as well as other related duties.

1. Employment Services

Complete vocational assessments of clients' employment and vocational training needs. Interview staff, family and friends of clients and employers; gather information about client's preferences and abilities. Evaluate gathered information and decide on suitable employment or vocational training opportunity. Secure employment opportunities based on client's needs by researching about employers and contacting them about possible employment. Visit employers to develop knowledge of specific industries and improve working relationships to promote the services and skills clients can provide to them. Monitor the work progress of client's by tracking their productivity, observing them in work situations and meeting with employers. Participate as a member of the interdisciplinary team by giving input about the client's work activities and their progress and offering suggestions to integrate the vocational activities with client's behavioral and life goals. Coordinate with and serve as a liaison between the interdisciplinary team and direct care staff by explaining treatment protocols and helping to implement treatment action plans. Observe and report barriers, stress or events impeding the client's progress. Verify compliance of client's work activities with wage and hour, social security or disability regulations.

2. Day Program

Administer an interest assessment to help determine the best day activities for clients. Develop a daily activity plan based on behavioral and vocational needs. Organize and monitor the planning of alternate work or day program activities based on the preference of the client and the input of the Interdisciplinary Team. Research local community based opportunities for an available general or specific activity; identify hours of service, cost and other information. Monitor client's daily activities,

their progress and if activities achieve the behavioral and vocational goals; work with interdisciplinary staff members by discussing client's progress, adapting activity plans and planning new activities.

3. Instruction

Plan and implement vocational training and teaching skills to the clients of SOCP. Instruct clients in work methods such as: woodworking, grounds keeping, bench work assembly, recycling and janitorial duties. Train and prepare staff in how to instruct clients in social skills and areas such as attendance, punctuality, safety, rules, procedures and following instructions. Evaluate client progress and revise the client program plan to reflect the current level of achievement.

4. Records and Reporting

Maintain a cumulative record on the progress of each client and prepare evaluation reports that include strengths and challenges encountered by the client and plan of action to help the client overcome the obstacles. Maintain pay records for clients earning wages. Maintain fire drill and safety checklists, monthly quality assurance reports, documentation of work site visits, and progress notes.

RELATIONSHIPS WITH OTHERS

Employees in this class have recurring contact with clients who are developmentally disabled that may have unique behavior and medical issues. Employees in this class also communicate by phone and in person with family, guardian and advocates of the client. Employees in this class instruct and work with direct care staff about vocational or day program issues and participate in Interdisciplinary Team staff meetings. These positions work closely with other staff to make certain clients' needs are met.

SUPERVISION RECEIVED

Employees in this class receive general supervision from a Site Manager who reviews assigned work through direct observation, verbally and in writing. In addition, there are regularly scheduled meetings with the manager to discuss the progress of projects and to receive support in regards to compliance and technical issues.

Employees use agency policies; and wage/hour, social security, disability services, and county, state and federal guidelines and regulations to complete reporting requirements or verify compliance of client's work activities.

GENERAL INFORMATION

Positions are found statewide in developmentally disabled health facilities. Positions require the willingness to work in the environment associated with the position's location and purpose. Some positions may require willingness to work out of doors in inclement weather.

These positions require the willingness to work in the labor market associated with the positions location. Positions may require occasional travel within the geographical location served by the office. All positions in this classification require a valid driver's license and an ability to lift 75 pounds.

KNOWLEDGE AND SKILLS (KS)**Basic knowledge of:**

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| Theories, methods and practices of programs to assist people with developmental disabilities. |
| Principles and procedures of instruction of clients with developmental disabilities. |
| Marketing techniques to develop employment opportunities. |
| Wage and Hour regulations. |
| Job information, resource guides, and training programs available to the developmentally disabled. |
| Typical community resources for people with developmental disabilities. |
| Methods of organizing and prioritizing the work of others. |
| Methods of interviewing to obtain needed information. |

Skill to:

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| Interview others to solicit useful information. |
| Communicate effectively, orally and in writing according to the needs of the audience. |
| Maintain records which include recording progress and the factors influencing it. |
| Set goals, organize and prioritize workload. |
| Work with diverse populations. |
| Use authority in a constructive manner. |
| Assess circumstances to make effective decisions and take the most appropriate course of action. |

Some positions may require the following:**Skill in:**

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| American Sign Language (ASL) or other second language. |
| Operating a computer and specific software typical to an office environment. |

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 01/2005

Revised

STATE OF OREGON
 Dept. of Administrative Services
 Human Resource Services Division