



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
4/1/2014

Agency: Oregon Health Authority

Division: Oregon Health Authority

New Revised

This position is:

- Classified
- Unclassified
- Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc – Confidential

SECTION 1. POSITION INFORMATION

- a. Classification Title: Manual Arts Instructor
- b. Classification No: C2403 c. Effective Date: 03-01-2023
- d. Position No: 19907
- e. Working Title: Manual Arts Instructor
- f. Agency No: 44300
- g. Section Title: Vocational and Educational Services Department
- h. Employee Name: Eric Jeffers
- i. Work Location (City — County): Marion
- j. Supervisor Name: Krystal Landry
- k. Position: Permanent Seasonal Limited Duration Academic Year
 Full-Time Part-Time Intermittent Job Share
- l. FLSA: Exempt Non-Exempt If Exempt: Executive Professional Administrative
- m. Eligible for Overtime: Yes No

SECTION 2. PROGRAM AND POSITION INFORMATION

- a. Describe the program in which this position exists. Include program purpose, who's affected, size and scope. Include relationship to agency mission.

Oregon Health Authority (OHA) is the organization at the forefront of lowering and containing costs, improving quality, and increasing access to health care in order to improve the lifelong health of Oregonians. OHA is responsible for most state health services and for implementing the health care reforms in House Bill 2009. OHA is overseen by the nine-member citizen Oregon Health Policy Board working toward comprehensive health and health care reform in our state.

The OHA mission is helping people and communities achieve optimum physical, mental and social well-being through partnership, prevention and access to quality, affordable health care. OHA's work is organized into three broad goals: Improve the lifelong health of all Oregonians, increase the quality, reliability and availability of care for all Oregonians and lower or contain the cost of care so it is affordable to everyone.

OHA values service excellence, leadership, integrity, health equity and partnership.

The Vocational and Educational Services Department (VESD) provides a comprehensive range of vocational services to the inpatient and residential population of Oregon State Hospital. Services include: Evaluation of vocational needs based on vocational history, skills, interests, goals, discharge setting, supports, functional and cognitive status; placement in appropriate vocational settings to facilitate development of a worker role and related work skills; referral to Vocational Rehabilitation Division (VRD) services, as appropriate, including collaboration with VRD counselors and administrators; transition to vocational settings at discharge. Hospital based vocational services include Work Adjustment Skills (WAS), Benchwork, Patient Pay, and Woodshop settings. Develops staff roles to promote efficient use of resources and to maximize service delivery. The program supports the Hospital mission and clinical goals.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

This position provides support to vocational services, for patients in the forensics programs to ensure a range of services are available to address vocational needs from work readiness skills and pre-vocational activities, to sheltered work opportunities, work hardening, job search and work support activities leading to competitive employment. This position provides vocational training and manages production in the Bench Assembly Program, vocational training and supervision of WAS and Patient Pay enclaves, and support for various educational activities throughout the Vocational and Educational Services Department.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

| % of Time | N/R/NC | E/NE | DUTIES |
|-----------|--------|------|---|
| 35% | R | E | Patient Services: <ol style="list-style-type: none"> 1. Provides demonstration and instruction techniques in work tasks as assigned. 2. Demonstrates and instructs patients appropriate workplace habits and behaviors. 3. With direction/recommendations from clinical supervision, assigns and rotates patients through various jobs and demonstrating tasks specific to job and area where working 4. Observes and assesses patients and provides immediate feedback or refers observations to the occupational therapist or Director of VESD. |

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|-----|---|----|---|
| | | | <ol style="list-style-type: none"> 5. Completes bi-monthly progress note for caseload using current documentation system 6. Administers education modules for patients in lieu of contract or other work |
| 40% | R | E | <p>Production/Work Group Implementation:</p> <ol style="list-style-type: none"> 1. Receives purchase and work orders from industrial bench assembly and Adirondack furniture customers, developing production plans based on this information. 2. Sets up work stations in bench work or woodshop assembly. Problem solves minor production issues professionally and collaboratively at the lowest level where possible. Refers all other bench work related questions and issues to Rehab Industries Representative or Assistant Director as necessary. 3. Assigns patients to work stations specific to product quality control standards and customer deadlines, based on clinical recommendations. 4. Observes and monitors workstations for product design and quality control. 5. Tracks inventory of incoming and outgoing materials for bench work assembly. Ensures inventory of materials needed for all areas of production are available. 6. Performs production related activities as needed (i.e. pneumatic tools, assembly, quality control, forklifts, saws, nail guns, etc.) 7. Performs production related quality control to ensure quality standards set by customers are met. 8. Observes and monitors Patient Pay and Work Adjustment Skills groups for task completion and quality. 9. Ensures consumables and materials used for patient work-groups are available and used in accordance with Material Safety Data Sheet requirements as applicable. |
| 10% | R | NC | <p>Administration:</p> <ol style="list-style-type: none"> 1. Review and maintain records of payroll and submit bi-monthly to Office Specialist 2 2. Record daily attendance on patient register and patient attendance roster. 3. Complete time studies to evaluate patient productivity per Department of Labor standards. 4. Move materials during shipping and receiving. 5. Mixes and maintains chemicals used for Patient Pay and Work Adjustment Skills |
| 10% | R | E | <p>Safety/Security:</p> <ol style="list-style-type: none"> 1. Assures sharps and tools are checked out prior to each patient work shift and checked in at the end of patient work shift using approved safety and security methods established by the director of VSD. 2. Ensures equipment assigned to work-group is in good |

| | | | |
|---------|----|---|--|
| | | | <p>working order, and notifies appropriate leadership if items are defective or inoperable.</p> <ol style="list-style-type: none"> 3. Inspects and provides written documentation to appropriate leadership regarding sharps control. 4. Provides safety orientation on each job task assigned to patients. 5. Assures safety practices are followed at the work site and takes action as necessary with non-compliance. 6. Continuously monitors patients during work group, production related, and other treatment group activities. 7. Provides security escort services as needed. |
| 5% | NC | E | <p>Meetings and Professional Development</p> <ol style="list-style-type: none"> 1. Attends daily production meetings and bi-monthly VESD meetings 2. Attends two educational experiences yearly through EDD or other OSH resources 3. Attend other educational meetings or workshops when requested |
| Ongoing | NC | E | <p>CULTURAL COMPETENCY AND DIVERSITY:</p> <ol style="list-style-type: none"> 1. Demonstrates recognition and appreciation of the value of individual and cultural differences. 2. Consistently treats consumers and co-workers with dignity and respect. Uses a culturally diverse approach in all interventions. Demonstrates sensitivity to cultural differences among staff, patients and their families. 3. Assures that services are provided in a culturally competent manner, including availability of printed materials in alternative languages and/or formats and use of appropriate interpretive services for patients and their families or guardians. 4. Facilitates and supports staff participation in diversity training and multi-cultural events. 5. Utilizes hospital resources for assistance with service delivery issues. 6. Demonstrates recognition and appreciation of the value of individual and cultural differences |
| Ongoing | NC | E | <p>CORE VALUES:</p> <p>As an employee of Oregon State Hospital, demonstrates awareness, understanding and alignment in service delivery with the DHS Core Values of Integrity, Stewardship, Responsibility, Respect and Professionalism.</p> |
| | | | Other Duties as assigned |

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Regular exposure to mentally ill individuals who have been charged with criminal offenses, some of whom may be physically aggressive. Ability to lift 50 pounds several times daily and push and pull 1,000 on a pallet jack. May be required to work hours subject to change with little notice. May be required to work hours that exceed regular schedule.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures:

Joint Commission on Accreditation of Health Care Organizations Standards, Department of Labor Standards, OSH Policies and Procedures, VSD Manual, FHTS Policies and Procedures, FRTS Policies and Procedures and Underwriters Laboratory.

b. How are these guidelines used?

Employee is responsible for adhering to standards and guidelines.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

| Who Contacted | How | Purpose | How Often? |
|----------------|-----------------|----------------------------|------------|
| Patients | In person | Provide treatment services | Daily |
| Treatment Team | Phone/in person | Coordination of treatment | Daily |
| VSD Staff | Phone/in person | Communication/meetings | Daily |
| Customers | Phone/n person | Conduct Business | Monthly |
| | | | |
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SECTION 7. POSITION-RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions:

Provide treatment services set by Treatment Care Plan. Determine how to most efficiently set up contract materials within given parameters. Effectively manage time to ensure patient payroll records are submitted on time. Effectively manage time to ensure smooth flow of activity (i.e., set-up, security checks, and wandng).

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

| Classification Title | Position Number | How | How Often | Purpose of Review |
|---------------------------|-----------------|-----------|--------------|------------------------------|
| Assistant Director of VSD | 215.0001 | In Person | Daily | General Supervision |
| Director of VSD | 071.7030 | In Person | As Necessary | Clinical/General Supervision |
| | | | | |
| | | | | |
| | | | | |

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares and signs performance evaluations |
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SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification.

All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.

This position works collaboratively in a team setting. The ability to function as part of a team and perform as a team player is necessary including the willingness to collaborate, problem solve as a group, communicate professionally, share information, and contribute to the team's success is necessary.

Must be able to lift 50 pounds several times daily. Must have a current, valid Oregon drivers license. This position works collaboratively in a team setting. The ability to function as part of a team is

necessary including the willingness to collaborate, share information and contribute to the team's success as necessary.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

| Operating Area | Biennial Amount (\$00,000.00) | Fund Type |
|----------------|-------------------------------|-----------|
| | | |
| | | |
| | | |

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES



 Employee Signature

7-27-23

 Date



 Supervisor Signature

2/27/23

 Date

 Appointing Authority Signature

 Date

