

Class Concept

This is technical work involving training and/or supervising an assigned group of clients having one or more disabilities in designated job settings suitable for the client's abilities (competitive or supported work placements). Job settings may include production environments (sub-assembly, assembly), custodial services, grounds keeping, and minor building maintenance, among others. Employees implement goals set by a higher-level position and provide learning opportunities to clients in daily living skills, basic social skills, behavioral management, and work habits. Employees observe and record client progress, monitor production quantity and quality, maintain records of work hours and pay rates, provide input into goal planning, and recommend clients for work assignments. Some positions may provide leadership to lower level staff and communicate with other staff and members of the community.

Some positions may provide case management of a designated group of clients, participate in development of client habilitation plans, basic vocational assessment, serve as a lead over several instructors or serve as a liaison with contract customers relative to quality control and timeframes. Employees may transport clients and serve as a job coach for clients at off-site work enclaves or in a competitive employment situation.

Work is performed under the general supervision of production and/or program supervisors.

Recruitment Standards

Knowledge, Skills, and Abilities

- Basic knowledge of reading, writing and arithmetic.
- Ability to record basic data and report findings to supervisor.
- Ability to observe behavior and communicate observations and events.
- Ability to learn instructional techniques and behavior management techniques.
- Ability to provide leadership to lower level staff, if warranted by the position.

Minimum Education and Experience

Education and/or experience that is directly related to the job and results in demonstrated possession of knowledge, skills and abilities gained through at least one year of experience performing tasks similar to the ones assigned; or an equivalent combination of education and experience.

Necessary Special Qualifications

Valid driver's license as applicable.