

COMMUNITY EMPLOYMENT PROGRAM COORDINATOR I

Employees in this class serve as coordinators for an Adult Developmental Activities Program in an area mental health program. The program, serving substantially mentally or physically disabled, is the habilitative programming component of a sheltered workshop. Programs are developmentally based with a work orientation addressing training in self-help skills, communication, social and vocational adjustment, and functional academics and other related community living skills. Usually the actual programming is carried out in the sub-contract instructional areas, recreation and community living, and adult basic education classes. Other supportive services such as speech and physical therapy are coordinated on a contracted basis. Employees usually report to a Community Employment Program Director or other higher level manager.

I. DIFFICULTY OF WORK:

Variety and Scope - Work involves developing and monitoring the total habilitative plan for the client; coordinating scheduling of specific programs; determining program needs and designing specific programs; providing inservice training for Instructors; and certifying clients' eligibility for the program which involves liaison between clients and community agencies. Employees may have responsibility for supervision of a small staff. Employees may also occasionally seek contracts for sub-contract work.

Intricacy - Employees utilize evaluation reports from various disciplines including vocational evaluator, psychologist, and rehabilitation counselor to outline the areas for each Individual's training needs. Employees administer standardized tests that specifically indicate developmental stages and tasks to evaluate clients' needs and develop the individual plans. The goals such as self-help or communication are interrelated in nature and the different mediums such as work or recreation, are used to address them. The training programs are stable and long term because of the functioning level of the clients.

Subject Matter Complexity - Work requires a knowledge of socialization habilitative and vocational programs for the lower functioning developmentally disabled. Employees must also be familiar with the philosophy of the workshop concept and how production work related to the training component.

Guidelines - State Mental Health, and Federal guides outline the basic components of the program as well as requirements for certification.

II. RESPONSIBILITY:

Nature of Instructions - Employees independently carry out individual planning for clients on a daily basis. Any decisions on new programs or changes in programs are made jointly with the workshop director or developmental disabilities program consultant/coordinator.

Nature of Review - Primary review occurs through regular written reports and oral reports during staff meeting on current status of each program. The overall program is reviewed annually by the certifying agencies.

Scope of Decisions - Work is with a group of lower functioning developmentally disabled clients referred to the ADAP program.

Consequence of Decisions - Decisions regarding Individual plans affect clients' progress toward goal of normalization.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Work requires contact with clients, instructors in the work production/adjustment areas, Department of Social Services, and other community agencies, and family members.

Nature and Purpose - Contacts with social services/community agencies, families, and Instructors is for the purpose of coordinating the program to ensure clients receive needed services.

IV. OTHER WORK DEMANDS:

Work Conditions - Employees' workstation is normally a separate office within the workshop.

Hazards - Clients may occasionally have behavior problems which may be disruptive.

V. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - Basic knowledge of principles and techniques of working with developmental disabilities. General knowledge of developmental programming including socialization and habilitative, and vocational needs of behavioral programming techniques. Skill in adopting techniques of program development. Ability to organize and prepare records, reports, and analyze such information. Ability to plan, organize, and initiate an habilitative program for developmentally disabled clients. Ability to communicate effectively in oral and written form. Ability to establish and maintain effective working relationships with clients all levels of staff, and community agencies and families.

Minimum Training and Experience - Four-year degree in a human service field with one year of professional level human service experience such as teaching, social work, or rehabilitation, preferably working with the developmentally disabled; or an equivalent combination of education and experience.

Minimum Training and Experience for a Trainee Appointment - Graduation from college or university with a degree in a human service field; or an equivalent combination of training and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.