

WORK EVALUATION AIDE

DESCRIPTION OF WORK

This is evaluation work in assisting with the measurement of routine manual work skills of handicapped clients in a vocational evaluation center.

Employees administer a standardized battery of structured manual tests to the physically or mentally handicapped and perform related duties in transporting and caring for clients in the vocational facility. Work is performed under the general supervision of a rehabilitation supervisor and is primarily reviewed through observation of work and oral conference.

EXAMPLES OF DUTIES PERFORMED

Administers basic work sample tests to the mentally or physically handicapped designed to determine characters such as tactile discrimination, gross manual dexterity, fine finger dexterity, weight discrimination, and spatial relations times and records results.

Evaluates client mobility in regard to daily living and the range-of-motion requirements of work tasks; teaches use of cane or dog if needed.

Presents an oral report of mobility findings in individual cases at evaluative staff conferences.

Performs related duties as required.

RECRUITMENT STANDARDSKnowledges, Skills, and Abilities

Working knowledge of basic techniques used in the manual work skill and mobility evaluation of the mentally or physically handicapped.

Ability to administer and score a standard battery of manual tests, and to teach the use of cane or dog in the case of blind clients.

Ability to establish effective working rapport with handicapped persons.

Minimum Education and Experience

Completion of high school.

PREPARED BY
OFFICE OF STATE PERSONNEL

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