

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Vocational Habilitation Specialist

SERIES NO.:

6961

MAJOR AGENCIES:

Mental Retardation/Developmental Disabilities

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the vocational habilitation specialist occupation is to provide individualized vocational habilitation training to individuals in order to assist them to develop work skills.

At the first full performance level, incumbents provide individualized training to individuals in vocational habilitation program and prepare and/or maintain periodic, annual, programmatic and/or functional assessments and/or behavioral programs.

At the second full performance level, incumbents conduct initial, pre-vocational assessments of incoming individuals, determine vocational potential and develop individual vocational habilitation plan.

CLASS TITLE:

Vocational Habilitation Specialist 1

CLASS NUMBER:

69611

EFFECTIVE DATE:

07/01/2001

CLASS CONCEPT:

The first full performance level class works under general supervision & requires considerable knowledge of human services or social or behavioral sciences in order to provide individualized training to individuals in vocational habilitation program, prepare &/or maintain periodic, annual, programmatic &/or functional assessments &/or behavioral programs.

CLASS TITLE:

Vocational Habilitation Specialist 2

CLASS NUMBER:

69612

EFFECTIVE DATE:

07/01/2001

CLASS CONCEPT:

The second full performance level class works under direction & requires considerable knowledge of human services or social & behavioral sciences in order to conduct initial, pre-vocational assessments of incoming individuals, determine vocational potential & develop individual vocational habilitation plan.

CLASS TITLE: Vocational Habilitation Specialist 1	CLASS NUMBER: 69611	BARGAINING UNIT: 012
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EFFECTIVE DATE:

07/01/2001

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Provides individualized training to individuals in vocational habilitation program (e.g., role models appropriate social/behavioral interactions to include daily skills such as grooming, bathing, privacy &/or hand washing; instructs individuals in money use, choice making, appropriate &/or inappropriate work behavior; deals directly with individual behavioral outbursts in accordance with behavioral program; instructs individuals in wood working &/or related vocational skills to include safe operation of equipment such as hand & table saw, drill press, belt sanders, use of nails, screws &/or glue), prepares, completes, fills-out &/or maintains periodic, annual, programmatic &/or functional assessments &/or behavioral programs, uses data to develop habilitative goals/behavioral plan (e.g., tracks behavioral needs by developing data system to document individual behavioral concerns; presents data to habilitation team for review; writes programs to meet individual needs; creates program data sheets; prepares & maintains data, assessments, records &/or reports; prepares, monitors &/or distribute behavioral tracking sheets & updates based on current individual status; prepares & analyzes behavioral data to formulate habilitation goal sheet for individuals to include annual IHP individual habilitation plan, individual program plan &/or psychology medical review); updates individuals behavioral reports & documentation; researches individual behavior to include staff (e.g., work shop; direct care; programmatic; nursing; medical) interviews & analyzes resulting habilitation documentation & ensures confidentiality of all behavioral-related data in accordance with agency, state & federal guidelines.

Provides in-service training to direct care staff in appropriate behavioral/intervention skills (e.g., role models appropriate social interactions with individuals such as tone of voice, manners &/or respect; conducts in-service training to direct care staff tailored to specific individuals behavioral issues/concerns); observes hands-on-training by direct care staff (e.g., Therapeutic Program Workers, 44112) during program implementation & provides programmatic guidance to ensure proper implementation of vocational aspect of individuals habitation plan.

Attends individuals periodic & annual interdisciplinary &/or active treatment team meetings in order to provide verbal &/or written input regarding individual programmatic &/or behavioral issues; transports individuals &/or assists in transport of individuals to events, functions &/or community trips; assists direct care staff with special needs individuals; provides input on purchase of items to redirect individuals in appropriate behavior &/or increase sensory processing or function; contacts county behavioral staff to provide technical assistance &/or behavioral related input or training; participates on committees &/or meetings (e.g., manual restraint; policy; in-service; continuing education) by providing verbal &/or written input; attends in-service training (e.g., CPR; first aid; behavioral management).

MAJOR WORKER CHARACTERISTICS:

Knowledge of social or behavioral sciences or human services area (e.g., rehabilitation counseling, sociology, psychology, social work, guidance & counseling, social welfare); production work procedures & safety practices*; addition, subtraction, multiplication & division; use of power tools (e.g., drill press)*; personal computer*; manual restraints*; photocopier*; hand tools*. Ability to apply principles to solve practical everyday problems; maintain accurate records; gather, collate & classify information about data, people or things; define problems, gather data, establish facts & draw valid conclusions; prepare meaningful, accurate & concise reports; develop good rapport with individuals; uses research methods in gathering data.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in social or behavioral sciences or human services area (e.g., rehabilitation counseling, sociology, psychology, social work, special education, guidance counseling).

-Or 2 yrs. exp. providing job training in vocational skills to individuals who are mentally retarded/developmentally disabled or other group of disadvantaged people.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to aggressive/unpredictable individual behavior & noises; exposed to unusual odors/human waste & infectious diseases.

CLASS TITLE: Vocational Habilitation Specialist 2	CLASS NUMBER: 69612	BARGAINING UNIT: 012
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EFFECTIVE DATE:

07/01/2001

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Conducts initial pre-vocational assessment of incoming individuals, determines vocational potential & develops individual vocational habilitation plan (e.g., interviews individuals to determine vocational potential, level of comprehension, personality &/or motor skills; administers, scores & interprets results of standardized tests &/or work sample; assesses individual need for programmatic care in areas of daily living to include bathing, dressing, tooth brushing, hand washing, eating, drinking, communication; assesses individuals with special needs to include blind; write programs to address individual needs; create special adaptive equipment to allow individuals to complete tasks more efficiently; determines individuals placed on payroll.

Provides individualized training to individuals in vocational habilitation program (e.g., role models appropriate social/behavioral interactions to include daily skills such as grooming, bathing, privacy &/or hand washing; instructs individuals in money use, choice making, appropriate &/or inappropriate work behavioral; deals directly with individual behavioral outbursts in accordance with behavioral program; instructs individuals in wood working &/or related vocational skills to include safe operation of equipment such as hand & table saw, drill press, belt sander, use of nails, screws &/or glue), prepares, completes, fills-out &/or maintains periodic, annual, programmatic &/or functional assessments &/or behavioral programs, uses data to develop habilitative goals/behavioral plan (e.g., tracks behavioral needs by developing data system to document individual behavioral concerns; presents data to habilitation team for review; writes programs to meet individual needs; creates program data sheets; prepares & maintain data, assessments, records &/or reports; prepares, monitors &/or distribute behavioral tracking sheets & updates based on current individual status; prepares & analyzes behavioral data to formulate habilitation goal sheet for individuals to include annual IHP individual habilitation plan, individual program plan &/or psychology medical review); updates individuals behavioral reports & documentation; researches individual behavior to include staff (e.g., work shop; direct care; programmatic; nursing; medical) interviews & analyzes habilitation documentation & ensures confidentiality of all behavioral-related data in accordance with agency state & federal guidelines.

Provides in-service training to direct care staff in appropriate behavioral/intervention skills (e.g., role models appropriate social interactions with individuals such as tone of voice, manners &/or respect; conducts in-service training to direct care staff tailored to specific individuals behavioral issues/concerns); observes hands-on-training by direct care staff (e.g., Therapeutic Program Workers, 44112) during program implementation & provides programmatic guidance to ensure proper implementation of vocational aspects of individuals habilitation plan.

Attends individuals periodic & annual interdisciplinary &/or active treatment team meetings in order to provide verbal &/or written input regarding individual programmatic &/or behavioral issues; transports individuals &/or assists in transport of individuals to events, functions &/or community trips; assists direct care staff with special needs individuals; provides input on purchase of items to re-direct individual inappropriate behavior &/or increase sensory processing or function; contacts county behavioral staff to provide technical assistance &/or behavioral related input or training; participates on committees &/or meetings (e.g., manual restraint; policy; in-service; continuing education) by providing verbal &/or written input; attends in-service training (e.g., CPR; first aid; behavioral management).

MAJOR WORKER CHARACTERISTICS:

Knowledge of human services area (e.g., rehabilitation counseling, psychology, sociology, social welfare, social work, special education, guidance & counseling); available community & inter-facility resources*; counseling*; calculation of fractions, decimals & percentages; public relations*; production work procedures & safety practices; use of power tools (e.g., drill press)*; personal computer*; manual restraints*; photocopier; hand tools*. Ability to score & interpret standardized & work sample tests; write complex reports; define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; develop good rapport with individuals; uses research methods in gathering data.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in social or behavioral sciences or human services area (e.g., rehabilitation counseling, sociology, psychology, social work, special education, guidance & counseling); 12 mos. exp. performing

vocational assessment of individuals who are mentally retarded or disabled or other type of disadvantaged individuals.

-Or 3 yrs. exp. in a vocational habilitation position.

-Or completion of graduate core program in human services area (e.g., rehabilitation counseling, sociology, psychology, social work, special education, guidance & counseling).

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to aggressive/unpredictable individual behavior & noises; exposed to infectious diseases & unusual odors/human waste.