REVISED: FEB 09 2008

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Supportive Home Services Specialist	CODE: 03011
	MAJOR AGENCIES: County Boards of Mental Retardation & Developmental Disabilities only	JURISDICTION: County

FUNCTION: Under general supervision from superintendent or other administrative personnel, provides comprehensive educational & habilitative training programs for developmentally disabled individuals & their families at their place of residence, counsels parents & families to increase acceptance & understanding of mentally retarded individuals, develops parent education/support program, acts as liaison between agencies & with general public & maintains records as required;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Develops & implements comprehensive residential habilitative training programs for developmentally disabled individuals recommended for Supportive Home Services, provides instruction to client & family (e.g., specific habilitation, management & therapeutic techniques, environmental stimulation to prevent further retardation, developmental skills to maintain or increase adaptive behavior levels, increase fine & gross motor, communication, self-help, social, & emotional skills & cognitive development) & prepares client for integration/reintegration into appropriate educational programs (e.g., early childhood, school age & adult).	Knowledge of (1) public relations, (2) human relations, (3) behavioral or social sciences, (4) education; ability to (5) define problems, collect data, establish facts & draw valid conclusions, (6) calculate fractions, decimals & percentages, (7) prepare meaningful, concise & accurate reports, (8) develop good rapport with clients & families, (9) strength to lift or roll persons ranging from toddler to adult. (*) Developed after employment.

UNUSUAL WORKING CONDITIONS: May be exposed to communicable diseases, blood-borne pathogens & bodily injury.	**MINIMUM CLASS REQUIREMENT (including license, if any.):** If serving adults, applicant must be Licensed Social Worker or have valid Adult Services Professional level credential issued by Ohio Department of Mental Retardation and Developmental Disabilities. If serving children from birth through age two, must have valid Early Intervention Certified Specialist Level credential issued by Ohio Department of Mental Retardation & Developmental Disabilities pursuant to Sections 5123:2-1-04 & 5123:2-5-05 of Ohio Administrative Code. If serving children 3, 4, & 5 years of age, must have Early Childhood License issue by Ohio Department of Education pursuant to 3301-24-05(C)(1) of Ohio Administrative Code.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2		Counsels parents & families to increase acceptance & understanding of individual, provides guidance in coping with specific situations & in developing realistic goals & strategies that re-examine client potential & develops parent education & support groups to stimulate parent interaction.	Knowledge of 1, 2, 3, (10) counseling; ability to 5, 8, (11) prepare & deliver speeches before specialized audiences & general public.
3		Conducts initial comprehensive assessment utilizing diagnostic tools & methods to determine developmental status of individual, determines family counseling needs & completes detailed reports & necessary preliminary paperwork.	Knowledge of 1, 2, 3, 10, (12) interviewing; ability to 7, 8.
4		Maintains documentation of services provided & progress notes on clients & families, participates in staff development & attends relevant conferences & prepares & gives speeches to general public to enhance community awareness of program.	Knowledge of 1; ability to 5, 7, 11.

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENT (including license, if any):