

POSITION DESCRIPTION

OHIO DEPARTMENT OF
ADMINISTRATIVE SERVICES

AGENCY
Columbiana County Board of MR/DD

DIVISION OR INSTITUTION
Adult Services

UNIT OR OFFICE
Adult Services

POSITION CONTROL NUMBER

State Agency County Agency New Change

County of Employment
Columbiana

USUAL WORKING TITLE OF POSITION
WORKSHOP SPECIALIST I (INTERMITTENT)

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Adult Services Director

NORMAL WORKING HOURS (Explain unusual or rotating shift)

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

CLASS TITLE

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50 – 70	Work with other adult services workers in provision of services (e.g. habilitation and program services, sheltered employment, planned therapeutic and work activities for improvement of adaptive behavior levels) to adult clients with MR/DD.	Ability 30c, 31d, 32i
5-15	Complete and maintain records and chart client progress/activity; prepare production reports; maintain quality control.	Ability 32i
10-20	Ensure safety of clients; maintain orderly work area; supervise clients in any and all areas of the shop and in community work enclaves.	Ability 30d
3	Participate in in-service training when assigned.	Ability 32i
3	Similar and related duties as assigned	same

CLASS NUMBER

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Board approved: 04/20/05

WILLIAM A. DEVON, SUPERINTENDENT

THIS IS AN INTERMITTENT POSITION REQUIRING THE EMPLOYEE TO REPORT TO WORK ON SHORT NOTICE

MINIMUM QUALIFICATIONS

MUST HOLD A HIGH SCHOOL DIPLOMA AND A SUBSTITUTE REGISTRATION FROM THE STATE DEPARTMENT OF MR/DD.

SUPERVISORY RESPONSIBILITIES

SUPERVISES HANDICAPPED ENROLLEES.

SUPERVISION RECEIVED

PRODUCTION SUPERVISOR, HABILITATION MANAGER, WORKSHOP SUPERVISOR

EQUIPMENT OPERATED:

VARIOUS JIGS AND FIXTURES, DUPLICATOR, COPY MACHINE.

UNUSUAL PHYSICAL DEMANDS, WORKING CONDITIONS, AND/OR SAFETY HAZARDS

WORK WITH HANDICAPPED ADULTS WHO REQUIRE PHYSICAL ASSISTANCE WITH SELF-HELP SKILLS, CONTACT WITH PERSONS WITH MENTAL RETARDATION IN A VARIETY OF SITUATIONS AND WILL INCLUDE DEALING WITH BEHAVIOR PROBLEMS AND EXPOSURE TO COMMUNICABLE DISEASES.

WORK SCHEDULE

HOURS AND DAYS ARE VARIABLE AS CALLED TO SUBSTITUTE FOR REGULAR STAFF.

KNOWLEDGE, ABILITIES, SKILLS

KNOWLEDGE OF FUNCTIONAL SUPERVISION OF HANDICAPPED ADULTS.

ABILITY TO APPLY APPROPRIATE PRINCIPLES TO SOLVE PROBLEMS.

ABILITY TO APPLY APPROPRIATE PRINCIPLES TO SOLVE PROBLEMS

ABILITY TO CALCULATE FRACTIONS, DECIMALS AND PERCENTAGES.

ABILITY TO MAINTAIN ACCURATE RECORDS

ABILITY TO COOPERATE WITH CO-WORKERS AND ENROLLEES FOR MAXIMUM ENROLLEE DEVELOPMENT.