


**OCCUPATIONAL DEVELOPMENT CENTER, INC.  
JOB DESCRIPTION**

**Job Title:** Program Specialist  
**Salary Range:** Unclassified  
**Supervised By:** Vice President of Programs  
**Supervises:** All Program staff  
**Personnel Classification:** Leadership Team, Level 5

Approved by:

Date:

  
8/20/18

**GENERAL DESCRIPTION**

The Program Specialist is responsible for the initial intake of all referrals to the ODC's programs. This includes working with other agency staff to assist in proper intake management. The Program Specialist will help in designing the proper vocational program, whether within the ODC division or community based. The Program Specialist is also responsible for overseeing the placement of individuals, both from the ODC and affiliated agencies into competitive employment and/or supported employment positions in the business community. This position is responsible for networking and promoting ODC services with other agencies.

**KNOWLEDGE & EXPERIENCE**

Bachelor's degree in human services, human relations or related field. Two (2) years of experience may be substituted for each year of formal education. Should possess a good understanding of vocational disabling conditions relative to mental retardation, mental illness, physical disabilities and social adjustment problems. Experience in establishing and maintaining relationships with referral agencies and community-based organizations would be beneficial. An understanding of the vocational rehabilitation process would be extremely helpful.

**SKILLS & ABILITIES**

Excellent verbal, written communication, problem-solving and organizational skills. Must possess leadership skills to supervise and work closely with other Team Members in a team effort. Ability and desire to work independently with a cross section of both business and social service professionals; ability to perform job analysis and have a working knowledge of behavior modification techniques.

**OTHER QUALIFICATIONS**

Must possess or be willing to obtain a current CPR and First Aid Certificates. Employment will be contingent on successful completion of a Department of Human Services Background Study.

**COMMENTS**

Must accept and actively support the Mission and Vision of ODC and adhere to the professional Code of Ethics by; demonstrating sensitivity, respect and an understanding of the special needs of individuals with disabilities; embracing the cultural diversity of experiences and knowledge among the people we work with; serving as a positive role model in dress, speech and behavior; maintaining Person Served confidentiality; and, complying with policies and standards set-forth.

Job descriptions are considered to be classification and recruiting tools and are not intended to limit the assignment of work.

### SPECIFIC DUTIES AND RESPONSIBILITIES

1. Develop and maintain a professional working relationship with business partners, human services, schools and other pertinent entities and individuals throughout the community and surrounding areas.
2. Coordinate the intake of new referrals to the division by assembling referral information, complete background study, set-up appropriate staffings and tours, familiarize staff with the referral, etc.
3. Implement the procedures of the transition programs of Employment Planning Services (EPS) and Placement. Monitor the progress of each participant, write the appropriate reports, and submit the results to the team for review and input.
4. Monitor Program Plans for individuals in Center Based Employment, Community Employment and Supported Employment. Provide vocational direction for consumers and make recommendations to staff in regards to daily programming for all Persons Served.
5. Collaboratively with the Vice President of Programs, hire, guide, train, supervise, and review progress of staff in the division.
6. Collaboratively with the Vice President of Programs, prepare and monitor the annual budget and service contracts for the division.
7. Implement and monitor the policies, procedures, forms, reports, and documents to ensure compliance with the Company's certifications such as CARF, Wage & Hour, Department of Human Services and Vocational Rehabilitation Services.
8. Identify, propose and, in some cases, provide in-service training needs for the division staff. Serve as the division's Direct Course web-based training administrator and assign training courses as required.
9. Establish and maintain harmonious relationships with community leaders, media outlets and the collective public.
10. Assist the Vice President of Programs in developing and implementing new programs as needed.
11. Participate in the Safety Program by establishing safety procedures and evacuation plans (fire, tornado, etc.); assure semi-monthly safety meetings are conducted by floor supervisors; enforcing safety rules; developing safety awareness on the floor; reporting of unsafe conditions for remedies; and reporting all injuries in a timely manner.
12. Perform other duties as assigned and as changing conditions require and new opportunities arise.

**I have reviewed these job requirements and verify that I can perform all essential functions of this position.**

\_\_\_\_\_  
Signature

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Date

**Occupational Development Center, Inc.**  
**Analysis of Essential Job Functions and Demands of the Position**

Position: Program Specialist

Rev. 08/18

<b>Ratings used for this Analysis:</b>	Constantly	= Two-thirds time or more	Seldom	= Less than one-third time
	Frequently	= One-third to two-thirds time	Never	= Non-existent
	Occasionally	= Up to one-third time		

The following are averages based on all ODC divisions. If changes are needed to meet the specific needs of a division, please make changes to rating and/or comments and initial.

	C	F	O	S	N	Comments
<b>A. PHYSICAL ACTIVITY</b>						
1. Standing			X			
2. Walking			X			
3. Sitting		X				
4. Lifting up to 10 lbs.				X		
5. Lifting up to 20 lbs.				X		
6. Lifting up to 30 lbs.				X		
7. Lifting up to 40 lbs.					X	
8. Lifting up to 50 lbs.					X	
9. Lifting over 50 lbs.					X	
10. Climbing					X	
11. Stooping				X		
12. Crouching				X		
13. Kneeling					X	
14. Crawling					X	
15. Turning/Twisting				X		
16. Bending at Waist				X		
17. Reaching				X		
18. Finger Dexterity		X				
19. Eye-Hand Coordination	X					
20. Foot-Hand-Eye Coordination				X		
21. Driving						
Car			X			
Van				X		
Bus					X	
Box Truck					X	
Forklift					X	
22. _____						
23. _____						
24. _____						
25. _____						
<b>B. USE OF SENSES</b>						
1. Speech						
Ordinary Conversation	X					
Telephone Conversation	X					
2. Hearing						
Ordinary Conversation	X					
Telephone Conversation	X					

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<b>C</b>	<b>F</b>	<b>O</b>	<b>S</b>	<b>N</b>	<b>Comments</b>
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**C. ENVIRONMENTAL CONDITIONS**

1. Work Area						
Inside	<b>X</b>					
Outside				<b>X</b>		
2. Works alone			<b>X</b>			
3. Works with others		<b>X</b>				
4. Works around others		<b>X</b>				
5. Verbal contact w/others	<b>X</b>					
6. High (85+) Temperature					<b>X</b>	
7. Low (50-) Temperature					<b>X</b>	
8. Noise						
Especially High Level (+85 d)					<b>X</b>	
9. Unavoidable Hazards						
Mechanical					<b>X</b>	
Electrical					<b>X</b>	
Moving Objects					<b>X</b>	
Heights					<b>X</b>	
Cramped Quarters					<b>X</b>	
Other (specify) _____						

**D. ATMOSPHERIC CONDITIONS**

1. Fumes				<b>X</b>		
2. Odors				<b>X</b>		
3. Dusts				<b>X</b>		
4. Smoke					<b>X</b>	
5. Gases					<b>X</b>	
6. Oil/Grease					<b>X</b>	
7. Other (specify) _____						

**E. OTHER CONSIDERATIONS**

- Is this position closely, moderately, or minimally supervised? Please explain: Minimal supervision. This position is highly independent with in-person contact with supervisor on a monthly basis.
- Does this position have access to confidential information? Yes X No \_\_\_\_ If yes, please explain: Person Served casefiles to include medical, psychological testing, diagnosis, vocational and social histories. Staff personnel files. Financial information.

Program Specialist Essential Job Functions continued;

**E. OTHER CONSIDERATIONS continued**

3. Check any of the following factors that are important to successful performance in this position:

Math and Calculation	<u>  X  </u>	Writing:	
Problem Solving	<u>  X  </u>	Simple	<u>  X  </u>
Reasoning & Analyzing	<u>  X  </u>	Complex	<u>  X  </u>
Interpersonal Skills	<u>  X  </u>	Communication Skills	<u>  X  </u>
Reading & Proofreading		Dexterity (skill and ease in	
Simple	<u>  X  </u>	using hands, mental skill	
Complex	<u>  X  </u>	or quickness)	<u>  X  </u>
Other (specify)			
_____	_____		
_____	_____		

Describe the requirements of this position that make these factors important: Effective communication skills are necessary for the day-to-day management of staff, Persons Served, and outside agencies. Preparation and monitoring of budget require mathematic skills, as well as analyzing and interpretation of financial data.

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4. Are there particular working conditions associated with this position which should be noted such as working environment, hours of work, travel, work space, etc.? Yes   X   No   \_\_\_   If yes, please explain:  
Occasional travel required for meetings, training, etc.

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\_\_\_\_\_

I have read and understood the Program Specialist Job Description along with the Essential Job Functions and Demands of the Position.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_