

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

Job Title: Day Services Specialist Approved by: _____

Salary Range: Unclassified Date: _____

Supervised By: Day Services Supervisor

Supervises: Day Services Persons Served

Personnel Classification: Hourly Support Staff, Level _____

GENERAL DESCRIPTION

To provide skill training to Persons Served as assigned. To participate as a member of the instructional team in assessing day services Persons Served, developing goals and training individuals in specified activity areas. To administer individual assessment tools, identify skill requirements and supervise Persons Served. Provide basic assistance in training of self-care. Assist in all phases of Persons Served related areas and any other duties assigned by the Day Services Supervisor.

KNOWLEDGE & EXPERIENCE

High school graduate or equivalent. Minimum of two (2) years of post secondary training or experience in related human services type of employment preferred. General knowledge and understanding of vocationally disabling conditions, including intellectual disabilities, physical disabilities, social adjustment problems and positive support techniques. Familiarity with the responsibilities and demands of competitive industry.

SKILLS & ABILITIES

Must be neat, orderly and able to relate well to individuals with disabilities. Must have good verbal and written communication skills. Should have the necessary skills to enable working cooperatively with private businesses, its customers, non-profit facilities and agency staff.

OTHER QUALIFICATIONS

Valid, appropriate driver's license (Class B in Grand Rapids) and insurable driving record. Must possess or be willing to obtain a current CPR and First Aid Certificate. Med Certification would be helpful and may be required dependent on the position. Occasionally duties may require staff involvement after 4:30p.m. or on weekends for special program events. 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 Persons 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.

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SPECIFIC DUTIES AND RESPONSIBILITIES

1. Supervise a caseload of Persons Served and communicate observations of Person Served behaviors, health and welfare, and evaluation information to the Day Services Supervisor.
2. Provide skill training, self-care training, and development and adapting of the daily schedule.
3. Attend and participate in Person's Served team meetings as directed by your supervisor.
4. In conjunction with the Program Services Manager or Day Services Supervisor, schedule Persons Served at the various workstations and community job sites on a daily basis.
5. Participate in the Safety Program by enforcing safety rules; developing safety awareness on the floor; reporting of unsafe conditions for remedies; and reporting all injuries in a timely manner.
6. Assist with the arrival, departure and transportation of Persons Served.
7. Serve as an advocate for Persons Served with the employer and co-workers in the areas of mutual acceptance, cooperation and accommodation.
8. Participate in and direct daily production, timesheets and attendance, quality control records and standards.
9. Assist with the training of other Day Services Specialists as directed.
10. Attend quarterly reviews, skill enhancement conferences/workshops, and weekly staff meetings as requested.
11. 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

_____/_____/_____
Date

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

Position: Day Services Specialist

Rev. 02/22

Ratings used for this Analysis:	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
A. <u>PHYSICAL ACTIVITY</u>						
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*	_____	_____	X	_____
Box Truck	_____	_____	_____	X*	X	_____
Forklift	_____	_____	_____	X*	X	_____
22. _____	_____	_____	_____	_____	_____	_____
23. _____	_____	_____	_____	_____	_____	_____
24. _____	_____	_____	_____	_____	_____	_____
25. _____	_____	_____	_____	_____	_____	_____
B. <u>USE OF SENSES</u>						
1. Speech						
Ordinary Conversation	X	_____	_____	_____	_____	_____
Telephone Conversation	_____	_____	X	_____	_____	_____
2. Hearing						
Ordinary Conversation	X	_____	_____	_____	_____	_____
Telephone Conversation	_____	_____	X	_____	_____	_____

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C	F	O	S	N	Comments
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C. ENVIRONMENTAL CONDITIONS

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

D. ATMOSPHERIC CONDITIONS

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

E. OTHER CONSIDERATIONS

1. Is this position closely, moderately, or minimally supervised? Please explain Moderately supervised.

2. 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.

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> </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> </u>	or quickness)	<u> X </u>
Other (specify)	<u> </u>		
<u> </u>	<u> </u>		
<u> </u>	<u> </u>		

Describe the requirements of this position that make these factors important: Refer to job description

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:

As opposed to other programs, the day services Persons Served are more physically disabled and some have challenging behaviors which necessitates use of controlled procedures.

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

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____