

**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.
1. Attend and participate in Person's Served team meetings as directed by your supervisor.
1. 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.
2. 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.
1. Assist with the arrival, departure and transportation of Persons Served.
1. Serve as an advocate for Persons Served with the employer and co-workers in the areas of mutual acceptance, cooperation and accommodation.
1. Participate in and direct daily production, timesheets and attendance, quality control records and standards.
2. Assist with the training of other Day Services Specialists as directed.
3. Attend quarterly reviews, skill enhancement conferences/workshops, and weekly staff meetings as requested.
1. 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