

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**
Community Adjustment Trainer**SERIES NO.:**
4473**MAJOR AGENCIES:**
Mental Health only**EFFECTIVE DATE:**
02/26/2012**SERIES PURPOSE:**

The purpose of the community adjustment trainer occupation is to prepare consumers, who are in forensic legal status only, to make a fulfilling integration to community life.

At the lower level, incumbents train consumers in adaptive living skills.

At the higher level, incumbents provide training & direction to lower-level employees.

Note: The classifications are restricted to State Operated Services positions and the employees must be assigned to train consumers who are in forensic legal status, with such clients constituting the majority of their caseload. Forensic legal status means "people whose commitment has resulted from contact with the criminal justice system".

CLASS TITLE

Community Adjustment Trainer 1

CLASS NUMBER

44731

PAY RANGE

27

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of training techniques used in rehabilitation/habilitation of consumers who are in forensic legal status in order to prepare consumers for fulfilling community life as part of State Operated Services.

CLASS TITLE

Community Adjustment Trainer 2

CLASS NUMBER

44732

PAY RANGE

27

EFFECTIVE

04/18/1993

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of training techniques used in rehabilitation/habilitation of consumers who are in forensic legal status in order to provide training & direction to lower-level trainers & ensure that consumers receive quality care & treatment as part of State Operated Services.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Community Adjustment Trainer 1	44731	04	01/09/2005	27

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

As part of State Operated Services only, instructs consumers who are in forensic legal status (i.e., majority of caseload) in adaptive living & social skills (e.g., teaches menu planning; cooking; sewing; cleaning; social skills to include etiquette & use of leisure time; money management; safety & security; personal grooming & hygiene) in preparation for transition to community life & provides support to client during discharge process (e.g., assists in location of housing, clothing needs, financial resources & transportation).

Plans goals & objectives for training sessions, orders supplies & prepares materials for sessions, operates variety of equipment (e.g., sewing machine; kitchen appliances & utensils; washing machine), cleans training area after sessions & documents consumer participation & progress.

Performs variety of miscellaneous tasks (e.g., socializes with consumers during open recreation; observes consumer behavior; escorts consumers to medical treatments; renders direct care).

MAJOR WORKER CHARACTERISTICS:

Knowledge of hygiene; home economics; training techniques used in teaching consumers in forensic legal status*. Skill in sewing, cooking & cleaning; court documentation & liaison*. Ability to understand everyday problems & deal with variety of variables in somewhat unfamiliar context; calculate fractions, decimals & percentages; complete routine forms; establish good rapport with consumers.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

1 course or 3 mos. trg. or 3 mos. exp. in personal grooming & hygiene; 1 course or 3 mos. exp. in home economics (i.e., sewing, cooking, cleaning). Valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to consumers with socially unacceptable habits; may work rotating shift; may be exposed to infectious disease.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Community Adjustment Trainer 2	44732	04	04/18/1993	27

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

As part of State Operated Services only, provides work direction & training to lower-level community adjustment trainers, plans & conducts inservices in regard to IHP (i.e., Individual Habilitation Plan) or Treatment Plan process, demonstrates correct method of completing required forms & documentation & evaluates quality & delivery of direct skills training to consumers in forensic legal status (i.e., majority of caseload).

Develops proposals for community programs or community support; writes instructional methodology & task analysis for approved IHP's or treatment plan.

Sets up monthly charts for consumers; conducts chart audits; compiles monthly documentation into charts; removes outdated information from charts.

Attends variety of meetings to facilitate work processes (e.g., IHP meetings).

MAJOR WORKER CHARACTERISTICS:

Knowledge of community placement training programs*; training techniques used in teaching consumers in forensic legal status; supervisory principles/techniques*. Skill in court documentation & liaison. Ability to deal with variety of variables in somewhat unfamiliar context; calculate fractions, decimals & percentages; write instructions concerning community placement programs; complete routine forms.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 mos. exp. as Community Adjustment Trainer 1, 44731. Valid driver's license.

-Or 6 mos. trg. or 6 mos. exp. in training consumers who are in forensic legal status. Valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to consumers who have socially unacceptable behavior; may work rotating shift; may be exposed to infectious diseases.