

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Workshop Program Evaluation

**SERIES NO.:**

6967

**MAJOR AGENCIES:**

Mental Health only

**EFFECTIVE DATE:**

02/26/2012

**SERIES PURPOSE:**

The purpose of the workshop program evaluation occupation is to provide pre-vocational screening, vocational rehabilitation counseling, coordination of community vocational placement services & development of vocational rehabilitation programs for persons who are psychiatrically disabled in order to develop & enhance their abilities to function within society.

At the lower level, incumbents perform pre-vocational screening, refer consumers to appropriate work/training programs & provide community placement services. At the higher level, incumbents assist in developing, maintaining & coordinating vocational rehabilitation programs.

**This series is for use in Department of Mental Health only.**

This class series does not include positions that provide vocational habilitation program services for persons who are mentally retarded/developmentally disabled or vocational rehabilitation services for persons who are handicapped & disabled (see Vocational Rehabilitation Counselor series, Rehabilitation Program Specialist series, Industrial Rehabilitation series & Vocational Habilitation Specialist series).

Note: This series may be used within agency/institution &/or community setting.

**CLASS TITLE:**

Workshop Program Evaluator

**CLASS NUMBER:**

69671

**EFFECTIVE DATE:**

05/31/1992

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of rehabilitation counseling & pre-vocational rehabilitation evaluation & appraisal techniques in order to perform pre- vocational screening of psychiatrically disabled consumers & to refer consumers to appropriate work/training programs.

**CLASS TITLE:**

Workshop Program Evaluation Specialist

**CLASS NUMBER:**

69673

**EFFECTIVE DATE:**

05/06/1990

**CLASS CONCEPT:**

The advanced level class works under direction & requires thorough knowledge of rehabilitation counseling, pre-vocational rehabilitation evaluation & appraisal techniques & vocational rehabilitation program development standards & methods in order to assist supervisors & health professionals to develop & maintain vocational rehabilitation programs & coordinate the vocational rehabilitation service delivery to persons who are psychiatrically disabled.

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| <b>CLASS TITLE:</b><br>Workshop Program Evaluator | <b>CLASS NUMBER:</b><br>69671 | <b>BARGAINING UNIT:</b><br>12 |
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**EFFECTIVE DATE:**

05/31/1992

**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.)**

Performs pre-vocational screening & assessment of persons who are psychiatrically disabled (i.e., interviews consumer regarding past work history, special skills & interests; administers &/or interprets tests to assess consumer motor skills, hand-eye coordination, strength & personality) & refers consumers to appropriate work/training program (e.g., sheltered workshop, transitional training, consumer worker, pre-work activity), observes consumer performance, evaluates suitability of work, provides vocational & behavioral counseling to consumers regarding disability, attitudes about work & functional limitations, provides placement services to eligible consumers, escorts consumers to job interviews & provides counseling in job choices.

Establishes & maintains job bank of community competitive job placements & structured community vocational job training programs, acts as liaison with sales & marketing representatives to sell products made in pre-work activity program, provides follow-up services to consumers in transitional training or consumer worker program & explains laws regarding minimum wage & employment of handicapped workers to employers.

Maintains consumer case records, prepares reports, participates in team meetings to discuss, evaluate & report consumer progress & attends staff meetings & in-service training.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of rehabilitation counseling; human services area (e.g., social work, sociology, psychology, special education, occupational therapy, guidance & counseling); pre-vocational rehabilitation evaluation & appraisal techniques\*; available community & private resources\*; occupational & labor market information\*; labor & workers compensation laws & regulations relevant to handicapped workers\*; public relations. Ability to define problems, collect data, establish facts & draw valid conclusions; write vocational assessment reports & rehabilitation plans; gather, collate & classify information about data, people or things; develop good rapport with consumers; maintain accurate records; handle sensitive inquiries from & contacts with public, private employers, government & community service providers.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in human services area (e.g., rehabilitation counseling, social work, psychology, occupational therapy).

-Or 30 mos. exp. counseling persons who are mentally ill or developmentally disabled or other disadvantaged group of people.

-Or completion of undergraduate core program in human services area (e.g., rehabilitation counseling, social work, psychology, occupational therapy) & 12 mos. exp. counseling persons who are mentally ill or developmentally disabled or other disadvantaged group of people.

-Or alternative, equivalent evidence of the Minimum Class Qualifications for Employment noted above.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May require travel; may be exposed to potentially violent consumers; may be exposed to unusual odors, noises or contagious diseases.

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| <b>CLASS TITLE:</b><br>Workshop Program Evaluation Specialist | <b>CLASS NUMBER:</b><br>69673 | <b>BARGAINING UNIT:</b><br>12 |
|---|-------------------------------|-------------------------------|

**EFFECTIVE DATE:**

05/06/1990

**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.)**

Coordinates the vocational rehabilitation service delivery to persons who are psychiatrically disabled (e.g., develops unit procedures & schedules to ensure appropriate services provided to consumers; develops & updates unit policies to facilitate accomplishment of program goals; resolves staff & consumer problems; works with management personnel to insure that program goals are achieved; performs quality assurance studies to insure unit conformance with hospital policies & standards; participates in discussions with vocational rehabilitation staff to facilitate service delivery to consumers; schedules unit staff for in-service training).

Assists in planning, developing & administering vocational rehabilitation programs & materials, monitors & evaluates unit programs & vocational rehabilitation services & assists management to develop facility-wide vocational rehabilitation programming.

Prepares statistical & narrative reports regarding work evaluation program, maintains monthly consumer care monitoring log; records consumer progress & information on treatment plans; attends meetings, seminars & training sessions; serves on committees; familiarizes staff, other state employees & tour groups with vocational rehabilitation services provided by facility; maintains contact with other facilities regarding vocational rehabilitation matters.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of human services area (e.g., rehabilitation counseling, psychology, social work, guidance & counseling, pre-medical & allied medical field); employee training & development\*; departmental policies, procedures & practices related to vocational programs\*; eligibility criteria\*; vocational rehabilitation evaluation & appraisal techniques; available government, industrial & community resources\*; public relations. Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; review vocational rehabilitation plans to determine adherence to policy & suitability for consumer; develop service plans & counseling goals; prepare narrative reports concerning program plans, activities & expenditures; handle sensitive contacts with consumers.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in human services area (e.g., rehabilitation counseling, psychology, social work, special education, guidance & counseling, pre-medical or allied medical); 6 mos. exp. in pre-vocational screening & assessment.

-Or 6 mos. exp. as Workshop Program Evaluator, 69671.

-Or 36 mos. exp. in position of personal, social or vocational nature in community or educational setting working with persons having physical, visual, mental or emotional problems.

-Or alternative, equivalent evidence of the Minimum Class Qualifications for Employment noted above.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May require travel; may be exposed to potentially violent consumers; may be exposed to unusual odors, noises or contagious diseases.