REVISED: 9-24-98

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Communication Skills Specialist	CODE: 03071
	MAJOR AGENCIES: County Board of Mental Retardation/Developmental Disabilities	JURISDICTION: County

FUNCTION: Under general supervision from administrative supervisor, assesses referred clients in communication, language development & speech & conduct hearing screenings, interprets results of formal & informal speech language assessments to design individual communication development objectives & documents outcome of screenings, prepares & implements individualized or group therapy sessions to assist clients in reaching identified language, speech, augmentative or communication objectives, prepares & maintains necessary reports & records, attends meetings & training sessions & consults with parents & other appropriate parties/agencies concerning clients' evaluations, program, progress & problems; may plan & coordinate activities of instructor assistant & instruct in proper performance of duties.

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Assesses referred clients in communication & language development, conducts hearing screenings, prepares & implements individualized or group therapy sessions to assist clients in reaching identified language, speech, augmentative or communication objectives, evaluates progress of clients & modifies programs & procedures as necessary.	Knowledge of (1) communication, language development & speech to include assessment & screening procedures & hearing screening procedures, (2) characteristics & needs of persons with mental retardation & developmental disabilities, (3) child development; skill in (4) use of speech & hearing, screening & testing equipment & devices; ability to (5) define problems, collect data, establish facts & draw valid conclusions, (6) establish & maintain good rapport with clients, (7) lift, carry & move clients as indicated by local board. (*) Developed after employment.

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENT (including license, if any.):
May require travel.	License in speech language pathology issued by Ohio Board of Speech-Language Pathology & Audiology. If also doing treatment of hearing disorders, must also have License in audiology issued by Ohio Board of Speech-Language Pathology & Audiology.

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Communication Skills Specialist	CODE: 03071
	MAJOR AGENCIES: County Board of Mental Retardation/Developmental Disabilities	JURISDICTION: County

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2		Ensures each client has communication system.	Knowledge of 1, 2, 3; skill in 4; ability to 5, 6.
3		Prepares & maintains reports & records (e.g., assessments, program objectives & process data; develops & revises individual habilitation plans; writes lesson plans & develops teaching aids).	Knowledge of 1, 2, 3; skill in 4; ability to 5, (8) prepare & maintain meaningful, accurate & concise records & reports.
4		Provides consultation & training to staff, clients' family members & other involved parties to assure continuity of communication skill development programming; attends staff meetings, workshops & professional meetings; participates as member of interdisciplinary team; serves on or chairs special committees; conducts home visitations.	Knowledge of 1, 2, 3; skill in 4; ability to 5, (9) handle routine & sensitive inquiries from & contacts with staff, clients' family members & other professionals in private or public sector.
			(*) Developed after employment.