REVISED: 8 February 2004

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Professional Adult Services Worker	CODE: 03122
	MAJOR AGENCIES: County Boards of Mental Retardation & Developmental Disabilities only	JURISDICTION: County

FUNCTION: Under general supervision from adult services manager 2 or 3, provides professional adult services in areas of habilitation, supportive home services & sheltered & community & supported employment to individuals enrolled in county boards of mental retardation & developmental disabilities;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	50-70	Provides professional level adult services in areas of habilitative services, supportive home services, sheltered & community & supported employment to individuals enrolled in county boards of mental retardation & developmental disabilities (e.g., conducts initial evaluation of individuals to determine appropriate habilitative vocational services by assisting registered staff and community employers in designing work techniques and modifications necessary for individuals in workshop or community employment tasks and settings; applies behavior support principles to individuals; conducts job placement services; provides training in behavioral, physical & perceptual habilitation skills & in personal & social development) & participates in development of individual habilitation plans.	Knowledge of (1) behavioral or social sciences, (2) tests & measurements used to assess functioning level of individuals with developmental disabilities, (3) counseling, (4) training techniques, (5) behavior support methods; (6) vocational & habilitation programming for individuals with mental retardation and/or other developmental disabilities; ability to (7) define problems, collect data, establish facts & draw valid conclusions, (8) gather, collate & classify information about data, people or things, (9) develop friendly rapport with individuals.
2	5-25	Confers with individuals & their parent or guardians to discuss vocational &/or habilitative goals & plans; provides orientation for new individuals; acts as liaison with service agencies to facilitate placements & referrals & follow up on individual work behavior & performance.	Knowledge of 1, 2, 3, 6; ability to 7, 8, 9. (*) Developed after employment.

UNUSUAL WORKING CONDITIONS: May be exposed to communicable diseases, blood-borne pathogens & bodily injury.

MINIMUM CLASS REQUIREMENT (including license, if any.): Must have valid Adult Services Professional level credential issued by Ohio Department of Mental Retardation & Developmental Disabilities pursuant to section 5123:2-5 of Ohio Administrative Code.

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3	5-25	Maintains complete records of individuals' progress, placements & referrals; prepares reports of findings & test results of vocational assessments; sets up & maintains resource materials (e.g., current trends in habilitation skills & techniques; job placement data).	Knowledge of 1, 2, 4, 5, 6; ability to 8, (10) prepare meaningful, concise & accurate reports. (*) Developed after employment.

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENT (including license, if any.):