

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

Work Adjustment Specialist

SERIES NO.:

6969

MAJOR AGENCIES: Rehabilitation & Correction Only
Oakwood Correctional Facility**EFFECTIVE DATE:**

03/14/1999

SERIES PURPOSE:

The purpose of the work adjustment specialist occupation is to provide general mental health services & vocational training to inmates so that inmates can be placed in less restrictive living situations & obtain prison jobs.

CLASS TITLE:

Work Adjustment Specialist

CLASS NUMBER:

69691

EFFECTIVE DATE:

03/14/1999

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of human services principles & practices, treatment & evaluation techniques in order to provide mental health services & vocational services in a sheltered work environment, assist with development of individualized habilitation treatment plans, provide case coordination services & conduct individual & group therapy for assigned inmates.

CLASS TITLE: Work Adjustment Specialist	CLASS NUMBER: 69691	BARGAINING UNIT: 012
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EFFECTIVE DATE:

03/14/1999

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.)

Oversees vocational program, provides vocational assessment, vocational training in basic work skills & behaviors & monitors inmates in vocational sheltered work environment.

Serves on multi-disciplinary mental health treatment team as provider of mental health services; develops, documents & implements individualized treatment plans; provides case coordination services; conducts individual therapy & group therapy for assigned inmates.

Prepares weekly progress notes, periodically reviews treatment plans & progress toward vocational goals for assigned inmates; serves as liaison regarding replacement of inmates into jobs.

Participates in meetings, conferences & training sessions as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of human services area (e.g., rehabilitation counseling, psychology, sociology, social work, guidance & counseling); work safety practices*; addition, subtraction, multiplication & division. Ability to apply principles to solve practical everyday problems; maintain accurate records; gather, collate & classify information about data, people or things; define problems, gather data, establish facts & draw valid conclusions; prepare meaningful, accurate & concise reports; develop good rapport with inmates.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in human services area (e.g., rehabilitation counseling, sociology, psychology, social work, special education, guidance & counseling).

-Or 2 yrs. exp. providing mental health services or vocational training for persons with specialized needs (e.g., mental illness, physical or mental disabilities) or other group of disadvantaged people.

-Or alternative, equivalent evidence of the major worker characteristics noted above.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to potentially violent inmates.