SERIES PURPOSE:
The purpose of the rehabilitation aide occupation is to deliver vocational, social & basic educational training to residents/consumers who are institutionalized.

CLASS TITLE:
Rehabilitation Aide

CLASS NUMBER:
18141

EFFECTIVE DATE:
03/26/1990

CLASS CONCEPT:
The full performance level class works under general supervision & requires considerable knowledge of agency policies, procedures & directives governing delivery of vocational, social & basic educational training to residents/consumers & safety practices & procedures related to relevant training in order to provide training to residents/consumers in vocational, social & basic educational skills.
**CLASS TITLE:** Rehabilitation Aide  
**CLASS NUMBER:** 18141  
**BARGAINING UNIT:** 04

**EFFECTIVE DATE**  
03/26/1990

**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.)

Provides training to residents/consumers in vocational skills (e.g., envelope stuffing, stapling, hole punching, ceramics, basic horticulture), social skills (e.g., table manners, personal hygiene) & basic educational skills (e.g., recognition of name, numbers & functional words, coin value, time telling) in sheltered workshop setting under group production or individualized programming.

Prepares & maintains records & reports (e.g., daily regiment sheets, weekly production sheets, unusual incidents reports, common incident reports, individual behavior program); informs vocational habilitation specialist(s) of resident/consumer progress, problems & behavior.

Transports/escorts residents/consumers to appointments, outside activities, lunchroom or as needed.

Attends meetings, seminars & in-service training.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of agency policies, procedures & directives governing delivery of vocational, social & basic education training to residents/consumers*; safety practices & procedures related to relevant training*; addition, subtraction & multiplication. Ability to deal with problems involving several variables in familiar context; maintain accurate records; develop good rapport with residents/consumers; define problems, collect data, establish facts & draw valid conclusions; cooperate with co-workers.

(*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**
Formal education in arithmetic that includes addition, subtraction & multiplication & in English that includes reading & writing common vocabulary.

- 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:**
May be exposed to contagious diseases; may be exposed to hostile residents/consumers.