

WORK ADJUSTMENT COORDINATOR

Positions in this class coordinate the program services of all clients sponsored by Vocational Rehabilitation within a workshop setting. Clients are principally developmentally disabled, but may have other types of physical or emotional handicaps. Employees develop, implement, and monitor a plan of services within the workshop that will facilitate the rehabilitation plan of the client. Employees provide basic relationship supportive counseling to the clients and their families.

I. DIFFICULTY OF WORK:

Variety and Scope - Employees plan and monitor the individual service plans with the client directly, or through assigned instructors; establish a schedule and coordinate this between production/work activity areas, community living skills, and/or ABE classes, and any related services (i.e., speech pathology); provide training in basic goal writing and progress note and record keeping techniques to instructors; and counsels with clients and their families. Employees may be involved in working with the workshop director in establishing overall goals of the adjustment program, placement of clients, and some supervision of clients in a work area.

Intricacy - In developing the plans, employees consider the strengths, weaknesses, and needs identified in the evaluation reports. The reports consist of evaluations from a variety of disciplines, including vocational evaluator, psychologist, rehabilitation counselor, and social worker. The goals identified in the plans are primarily related to socialization and behavioral problems that will hinder employment. Employees may also establish and maintain simple token economy systems which tie in with the behavioral goal.

Subject Matter Complexity - Work requires a general understanding of behavior modification, the characteristics of the developmentally disabled, and practical supportive counseling techniques. Employees must also have a knowledge of the unskilled job market and the workshop operation as it relates to training.

Guidelines - State mental health, vocational rehabilitation, and ADAP standards; norms for workshop are used as guides for developing, implementing, and monitoring plans as well as establishing goals for the programs. Employees utilize additional resources such as basic literature on developmental disabilities, vocational evaluation, and job readiness.

II. RESPONSIBILITY:

Nature of Instructions - The interdisciplinary team defines broad goals that need to be incorporated into the plan. Employees carry out the daily implementation of the plan independently.

Nature of Review - Review occurs primarily through weekly staffing on clients and through weekly staff meetings. Changes in goals are approved by the team.

Scope of Decisions - Work is primarily with handicapped clients referred to the workshop from mental health and vocational rehabilitation.

Consequence of Decisions - Decisions regarding the individual plans affect the time frame for clients being gainfully employed.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Work requires contact with clients, instructors in the work production/adjustment areas, rehabilitation counselors, social workers, and family members.

Nature and Purpose - Employees work with the clients and family members to motivate them to follow the plan. Contacts with rehabilitation counselors and social workers are for the purpose of coordinating services.

IV. OTHER WORK DEMANDS:

Work Conditions - Employees' workstation is normally a separate office within the workshop, but employees may spend some time on production floor which exposes them to dust and noise.

Hazards - Clients may occasionally act out, but once employees talk with them, the situation is usually quickly resolved.

V. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - General knowledge of characteristics of handicapped population, especially developmentally disabled. General knowledge of behavioral programming techniques. Basic knowledge of job market and acceptable work habits. General knowledge of supportive counseling techniques. Skills in practical application of task analysis. Ability to organize and prepare records and reports, and analyze such information. Ability to communicate effectively in oral and written form. Ability to establish rapport and relate to population served families, and other disciplines and community agencies. Ability to develop and coordinate plans and programs scheduled for clients.

Minimum Education and Experience – Four-year degree in a human services field, with one year of professional level human service experience such as social work or rehabilitation; or an equivalent combination of education and experience.

Minimum Education and Experience for a Trainee Appointment - Graduation from college or university with a degree in a human service field; or an equivalent combination of education and experience.