

JOB TITLE:	<i>Developmental Specialist</i>
DEPARTMENT:	Education & Training
RESPONSIBLE TO:	Vice President
SUPERVISES:	3-5 Rehabilitation Technicians/Instructors Includes Case Load up to 45 clients
FLSA:	Regular, Full Time Exempt

POSITION OVERVIEW

Provide case management for adults with disabilities who are receiving vocational and life skills training and who participate in Adult Day Health activities. Plan, write and implement treatment programs for assigned client caseload. Provide and coordinate diagnostic and therapeutic services for clients. Supervise rehabilitation technicians/instructors who provide services to clients.

ESSENTIAL JOB DUTIES

Intake - Assure all incoming clients have met program requirements and that all necessary documentation is in place. Administer or interpret appropriate assessment instruments to determine skill development in the following skill domains: Motor Skills; Socialization Skills; Communication Skills; Personal Living Skills; Community Living, Pre-Vocational; and Problem Behaviors. Analyze, interpret, and report on the information gathered from data/assessments.

Program Planning - Utilize assessment information, psychological evaluation, medical-social evaluation, developmental evaluation, and physician referral recommendations to determine long-term and short-term treatment objectives. Evaluate feasibility of various available developmental and vocational programs to decrease barriers to independence. Assure training progress is documented and advancement to appropriate level of training is instituted. Assist with daily staff scheduling to meet client needs and to assure services provided are billable.

Program Implementation – Develop and implement program goals and procedures. Work with Rehabilitation Technicians/Instructors to directly provide diagnostic and therapeutic services. Assure resources and materials needed to facilitate treatment are available. Assure programs identified are executed in accordance with implementation plans. Sign-off weekly on consumer datasheets and submit weekly billing sheets. Evaluate clients’ progress and adjust treatment plans appropriately. Provide monthly statistics on client progress.

Assurance of Program Continuity - Serve as team leader in development and assessment of individual plans. Coordinate treatment plans with community resource services and service providers. Will assist in maintaining accreditation and funding agency standards and requirements.

Team Coordination and Education - Consult with clients’ support team consisting of parents/guardians, staff, service coordinators, and/or other community resource professionals regarding clients’ progress, specific disabilities, specific developmental therapy techniques, and behavior management techniques. Attend and participate in regularly scheduled staffings and other pertinent meetings.

Supervision – Supervise, conduct and document weekly 1:1 meetings with Rehabilitation Technicians/instructors. Assure knowledge, support and training necessary for supervised staff to meet their responsibilities is provided. Complete performance evaluations for supervised staff on a timely basis. Coach and guide staff in their responsibilities. Conduct monthly staff observations in therapeutic settings. May be involved in interviews and hiring decisions.

Physical Requirements – May be required to transfer clients in wheelchairs to and from vehicles and on and off of toilet; provide physical supportive restraint when necessary; bend, stoop, stand, and twist on regular basis; and lift up to 50 lbs. on an occasional basis.

OTHER DUTIES AS ASSIGNED:

Will responsibly monitor time in order to take on other duties when necessary. Will serve on Tesh committees. Perform other duties as assigned by Vice President.

QUALIFICATIONS:

- Four year B.A. or B.S. degree. (If degree is in area other than Human Services; will be required to take and pass the State Developmental Specialist Exam with score of 70% or higher. Eligible to take exam after 260 hours of supervised work with the clients).
- A minimum of one year experience and provided documentation for 240 hours of working with people with developmental disabilities.
- A minimum of one year of supervisory experience required.
- Must have valid driver’s license and good driving record.
- Must be able to pass national background check and drug/alcohol screen.

SUPERVISORY RELATIONSHIPS:

Directly responsible to the Vice President. Directly supervise between three and five rehabilitation technicians/instructors.

WORK SCHEDULE:

Salaried exempt position with office hours Monday through Friday during the day; full time schedule requires a minimum of 36 hours per week; must be available to clients and staff.

WAGE:

Starting wage of \$2947/month; salary exempt position

FRINGE BENEFITS:

After two successful months in the position, eligible for health insurance, long term disability insurance, paid sick-leave, vacation, and holidays.

The above is general in nature and not intended to be exhaustive. Tesh Inc. reserves the right to revise or change job duties and responsibilities as the need arises.

Equal Employment Opportunity ~ Affirmative Action ~ Drug Free

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____