

LINN COUNTY CLASSIFICATION

TITLE: COMMUNITY SKILLS TRAINER
NUMBER: 767
PAY RANGE: 10
CATEGORY: OPEU

APPROVAL ORDER
NUMBER: 2000-455
DATE: October 25, 2000

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs community skills training to persons with mental retardation, developmental disabilities or mental illness. The development of skills will focus on those daily living or survival skills necessary to function without the 24-hour support and structure provided in a psychiatric hospital or training center.

SUPERVISION RECEIVED: Works under the supervision of the Program Manager or Supervising Mental Health Specialist who assigns cases, outlines policies, and advises on difficult problems. Since the skill training focuses on daily living skills, much of the actual work will be done in the client's home. Work is reviewed for effectiveness and adherence to prescribed standards.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this class, but an incumbent may assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Attend selected interagency habilitation/treatment staffings to advocate for the needs of the client.
2. Assist in the development of individual habilitation or treatment plans for clients.
3. Provide training in daily living skills to clients.
4. Collaborate with assigned case manager and/or primary therapist.
5. Perform case management tasks.
6. Develop and maintain effective, harmonious and reasonable work relationships with others.
7. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

8. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable understanding of the daily living skills necessary for persons to live in a community setting; ability to assist clients in the acquisition of these daily living skills; ability to assist in the development of client habilitation and treatment plans; ability to perform very basic supportive counseling services and to refer to the appropriate staff person, clients who need counseling; ability to work collaboratively with case management/clinical staff who have overall responsibility for coordinating services to the client; ability to develop clear and concise report skills and client progress notes.

Ability to use word processing as required by the position.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a four-year college or university with primary coursework in a behavioral sciences field; or a combination of at least one year's work experience and two years education, training or work experience serving people with serious and persistent mental illnesses or people with ongoing developmental disabilities. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described will be considered.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinic settings. Work may also involve travel to various community agencies, client homes and schools throughout the County. Work involves a significant amount of locomotion including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Requirements include the ability to see, talk and hear, sit stand and walk, bend and stoop, use hands to handle or operate objects, tools or controls, including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds.