

Job Class Code: 8010	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 5

GENERAL DESCRIPTION OF JOB CLASSIFICATION

The purpose of the job classification (class) is to perform routine paraprofessional work where health and rehabilitation programs are conducted for service recipients. The class is responsible for ensuring the safety and well-being of service recipients and assisting in self-care, mobility, transportation, self-medication, community, and personal living skills. The class works under immediate supervision.

TYPICAL TASKS

- Teaches developmentally disabled adults skills in the areas of functional education, communication, and self-management.
- Implements training programs in functional education, independent living skills, prevocational skills, and communications.
- Organizes work stations for service recipients' training and productive work schedules.
- Collects and records production and other data.
- Assists with special and personal needs including hygiene, meal preparation, and assistance with eating/drinking as needed. Performs a variety of tasks involving cleanliness and maintenance of a safe and healthy living environment.
- Provides input for development of individual service plans, implements service plans under supervision.
- Participates in conferences with service recipients and/or their families.
- Types and files all correspondence, reports and records; operates duplicating machine.
- May assist in transport of service recipients by way of City vehicle (including up to a 15 passenger van and vehicles that are wheelchair equipped).
- Serves as a receptionist; routes calls as necessary.
- Provides services in compliance with departmental, City, State and federal regulations and standards.
- Reads, comprehends, and adheres to the Corporate Compliance and HIPAA policies and procedures.
- Reports any violations, inconsistencies or discrepancies with regard to the Corporate Compliance policies and procedures or the HIPAA policies and procedures to the supervisor or appropriate authority.
- Monitors urinalysis screen.
- Performs other related tasks as required.

GENERAL STANDARDS

Data Involvement	Copies, transcribes, enters, or posts data or information.
Interpersonal/People Involvement	Serves others such as customers, attends to their requests and exchanges information with them.
Reasoning Requirements	Performs semi-skilled work involving set procedures but solves frequent problems.
Mathematical Requirements	Performs basic addition and subtraction, such as making change or measuring.
Language Requirements	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.

Mental Requirements	Performs clerical, manual, or technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in client health/mental health care, developmental psychology, or a closely related field.
Experience	Requires a minimum of six months of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Must obtain CPR and First Aid certifications within 90 days. Employees serving the Intellectual Disabilities (ID) population must pass ID Orientation Workbook training within thirty days of hire. Depending on assignment, may be required to pass Medication Management Administration training within ninety days of hire.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.