

Occupational Services, Inc.

Job Description

Program Specialist

Qualifications:

A Master's Degree in Special Education, Counseling, Social Work, Psychology or other human services field **or** a Bachelor's degree in same fields AND 1 year experience working directly with disabled individuals **or** an Associate's Degree in same fields AND three years experience working directly with disabled individuals.

Responsible to: Rehabilitation Manager

Essential Job Requirements:

The Program Specialist will function as an extension of the Rehabilitation Manager in monitoring the implementation of specific program actions as they apply to individual clients.

Assume management of assigned caseload of no more than 45 clients.

The Program Specialist is responsible for his/her assigned clients' programs per Chapter 2390 requirements to include the following: including the following:

- Coordinating and completing assessments.
- Providing the assessment as required under § 2390.151(f) (relating to assessment).
- Participating in the development of the ISP, including annual updates and revisions of the ISP.
- Attending the ISP meetings.
- Fulfilling the role of plan lead, as applicable, under §§ 2390.152 and 2390.156(f) and (g) (relating to development, annual update and revision to the ISP; and ISP review and revision).
- Reviewing the ISP, annual updates and revisions for content accuracy.
- Reporting content discrepancy to the SC or plan lead, as applicable, and plan team members.
- Implementing the ISP as written.
- Supervising, monitoring and evaluating services provided to the client.
- Reviewing, signing and dating the monthly documentation of a client's participation and progress toward outcomes.
- Reporting a change related to the client's needs to the SC or plan lead, as applicable, and plan team members.
- Reviewing the ISP with the client as required under § 2390.156.
- Documenting the review of the ISP as required under § 2390.156.
- Providing documentation of the ISP review to the SC or plan lead, as applicable, and plan team members as required under § 2390.156(d).
- Informing plan team members of the option to decline the ISP review documentation as required under § 2390.156(e).
- Recommending a revision to a service or outcome in the ISP as provided under § 2390.156(c)(4).
- Monitor and ensure implementation of ISP outcomes for each client, including all assessments and reviews of the ISP. Ensure that appropriate team members are invited to participate in reviews.
- Coordinating the services provided to a client.
- Coordinating the training of direct service workers in the content of health and safety needs relevant to each client.

- Developing and implementing provider services as required under § 2390.158 (relating to provider services).

Maintain client records according to guidelines provided. Records should be accurate, orderly and well maintained. Case notes should be current and include pertinent information.

Maintain appropriate and fluid communication with pertinent agencies such as Service Access Management and other case management agencies, Franklin/Fulton MH/ID/EI, Office of Vocational Rehabilitation, and Residential programs and families as needed regarding daily needs or issues of the clients.

File incident reports on Enterprise Incident Management (EIM) as necessary and appropriate.

Monitoring clients within each work center, evaluating progress and developing new outcomes as appropriate. Ensure that Floor Supervisors provide monthly reports on progress. Provide personal and vocational counseling to clients as appropriate making referrals to outside agencies as needed.

Provide job training to clients as appropriate.

Provide support to production department and transitional work department as appropriate by providing suggestions and support to encourage clients to function at optimal levels interpersonally, emotionally, and vocationally.

Provide business office with client information as appropriate.

Ensure client information is updated electronically in OSI's Client Information System.

Attend and participate in weekly rehabilitation staff meetings.

Take responsibility for obtaining 24 hours of annual staff training and documenting that training on a regular basis.

Non-Essential Job Requirements:

Responsible for special projects/activities as appropriate such as client functions, newsletters, apparel sales, etc ., as assigned by the Rehab Manager.

Perform other duties as given by the Rehabilitation Manager.

PHYSICAL/ENVIRONMENTAL DEMANDS	DESCRIPTION
Movement/Traverse/Strength	Must be able to move about OSI facilities with or without clients. Ascends and descends stairs.
Observation/Identification/Assessment	This position requires ability to observe, identify, and assess client activities. Must be able to observe physical actions and non-verbal gestures. Must be able to perform basic mathematical calculations.
Communication/Information Exchange	Must be able to communicate with clients, staff, and work site personnel on a daily

	basis. Must be able to express self and exchange information in a clear manner both verbally and in writing.
Operation/Use	Must be able to enter basic data on computer, as well as use copier and phone.
Work Environments	Working hours primarily in office setting, although some time will be spent with clients in the production setting. Work environments include climate controlled facilities, year around.
Exposure	Through work with clients in the work setting, there will be exposure to chemicals, such as commercial cleaning solutions, adhesives, or other substances needed to complete assigned tasks.

Signature: _____ Date: _____