



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|--|--------------|--------------|--------------|
| VOCATIONAL HABILITATION TRAINER | 33 | B | 5.162 |

Under general supervision, Vocational Habilitation Trainers develop and provide individual and group vocational habilitation training programs and coordinate related services for the vocational habilitation of clients with mental illnesses.

Perform vocational habilitation assessment by reviewing the clinical record, interviewing the client, the client's family and co-workers, taking a work history and administering formal and informal tests for vocational interest, aptitude and work in order to document the results in the clinical record.

Participate in multidisciplinary treatment teams to give feedback on test results, make recommendations for treatment goals and receive information on the client as related to other disciplines and their treatment goals.

Provide group sessions to clients in order to teach such things as work attitude, work behaviors, work skills, social interaction, employer-employee relationships, personal grooming and appearance, coping behavior and job seeking skills using verbal presentation, task analysis and assignment, work activity, role playing, observation and critique.

Provide individual vocational sessions to clients by analyzing tasks, teaching and modeling skills, observing client demonstrations, providing feedback, and removing self from experience in order to assist clients to re-enter, enter or maintain a position in competitive or supported employment and/or volunteer assignments.

Conduct ongoing vocational habilitation assessment; document attendance and progress towards collaboratively developed treatment goals and objectives in the electronic medical record and other agency formats as needed.

Consult with other agency staff and staff of other human services programs to provide linkage, monitoring and follow-up services.

Provide support services to clients upon hospital discharge by serving on treatment team and consulting/interacting with other programs, facilities, family members and employers; and arrange transportation for agency clients to attend relevant meetings and interviews.

Participate in program development by preparing materials for group presentations to communities/employers/agencies regarding employment of individuals with mental illnesses; and develop work contacts and supported employment positions.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in vocational rehabilitation, rehabilitation, occupational therapy or closely related human services field; **OR** Bachelor's degree from an accredited college or university in vocational rehabilitation, rehabilitation, occupational therapy, psychology, sociology, education or related field and one year of experience working with individuals with mental illness in a vocational/employment setting utilizing current vocational assessments, training, job placement, and

MINIMUM QUALIFICATIONS (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

psychosocial habilitation theories; **OR** graduation from high school or equivalent education and three years of experience in a vocational/employment setting utilizing current vocational assessments/ interviews, training, job placement, and psychosocial habilitation theories; and two years working with individuals with disabilities including mental illness; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: training techniques with individuals with mental illness, behavior modification, and vocational assessment; psychosocial habilitation theory and practice; social and psychological problems of individuals with mental illness. **Ability to:** communicate effectively and appraise the problems of individuals with mental illness; plan and direct habilitation services; advocate with community vocational programs and employers to train/hire clients with mental illness; provide pre-vocational and vocational training.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: individuals with mental illness and their difficulties in entering/reentering the workforce; training techniques with individuals with mental illness, behavior modification, and vocational assessment; psychosocial habilitation theory and practice; social and psychological problems of individuals with mental illness. **Ability to:** develop and implement programs based on fundamental principles for treatment of individuals with mental illness; human growth and development; medical information, therapy and adaptive devices; occupation information, counseling and guidance theory; community resources, facilities and procedures for using them; communicate effectively and appraise the problems of clients with mental illness. **Skill in:** establishing, implementing and developing community resources offering varied and meaningful work programs.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

5.162

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REVISED: 7/1/91P
7/6/90PC
REVISED: 12/10/10PC