

DEVELOPMENTAL DISABILITY AIDE II

NATURE OF WORK IN THIS CLASS:

This is moderately complex developmental disability work involved in observing, interviewing and training severely handicapped clients.

Employees in this class performs moderately complex duties independently on an ongoing basis and participate in the full range of complex duties under closer supervision.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Interviews clients to obtain preliminary information of physical and mental condition, income, employment and personal needs.

Implements individual and group program plans in the training of handicapped clients; discusses training methods with counselors, clients and their families.

Observes clients' behavior in the case center and attends to their requests; refers client to a counselor for any available services.

Maintains a daily program record of each client.

Transports clients to and from appointments.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the various developmental disability program services and functions.

Ability to implement a training program plan for handicapped persons.

Ability to observe various non-verbal or verbal cases of handicapped clients.

Ability to deal with the handicapped.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.
Skill in the safe operations of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

(a) One year of experience as a Developmental Disability Aide I or equivalent work and graduation from high school;
or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service
Commission