

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV38311
Job Class Code:	770	Salary Schedule:	AREG
EEO Category:	02	Grade:	16
Workers Comp Code:	8835		

Job Code Established:	01/03/87	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Habilitation Services Series

JOB CODE TITLE: HABILITATION PROGRAM SPECIALIST

HRIS TITLE: HAB PRG SPCT

CHARACTERISTICS OF THE CLASS: Reports to the Habilitation Program Unit Supervisor; independently performs assigned duties. Authority to adapt educational programs to child's changing needs; implement program philosophy in community programs; provide information and support to families. Provides development day teaching and training in early education services, family-based and center-based; functions as the case manager for developmentally disabled children, birth to five years and their families; establishes, writes and coordinates Individual Program Plans; counsels, interacts, provides support to families of young children. Parents and early education teachers responding to client education plan; Individual Program Plans established, implemented and updated; productive and documented case management. Responsible for the provision of special education services and family case management; interaction with parents in problem-solving.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Sets up learning environments, demonstrates and instructs parents, preschool teachers and children in educational programming. Provides direct teaching to the multi-handicapped, e.g., vision, sensory impaired. Plans and develops education and training models for parents of infants or contract agencies for the preschool child's learning environment. Schedules therapy evaluations, facilitates and participated in interdisciplinary team discussions, develops individualized teaching strategy. Examines, reviews and evaluates educational programs as conducted in school districts; makes recommendations for improvement. Establishes special tutoring programs for particular children. Conducts an assessment of the client's families needs; establishes case plan; schedules a provision of services. Identifies services to be provided and establishes ongoing relationships with provider agencies. Coordinates the decision-making process for client transfer and placement. Counsels and interacts with clients' families and children; applies supportive and change-directed techniques. Refers clients' families and children to special community resources agencies. Helps children develop psychosomatic skills through activities and exercises. Performs related work as required.

WORK CONDITIONS: Considerable travel involved.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: basic therapy and teaching techniques; community resources for children's programs; preschool policies and day care regulations; principles of assessing family dynamics; principles of human behavior; normal child development.

Skill/Ability to: apply teaching methodology for special training problems; identify the needs of developmentally delayed children; interview and obtain pertinent case history information; counsel and interact with children and their families; communicate verbally and in writing; complete written and verbal reports.

Special Selection Factors: Requires possession of and ability to maintain a current, valid Arizona drivers license appropriate to the assignment.