

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: VOCATIONAL SERVICES SPECIALIST
DEPARTMENT: MENTAL HEALTH
REPORTS TO: CLINIC MANAGER

CLASS CODE: 4061
FLSA STATUS: E
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Performs professional level vocational services for clients, including: coordinating referrals; planning educational, vocational and job training activities; interviewing clients; locating employment opportunities; and coordinating placement of clients.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Conducts consultations and case management functions associated with vocational services, including: interviewing, evaluating and assessing clients; providing resource information to clients pertaining to food banks, meal programs, homeless agencies, etc.; reviewing current files/documents and creating files; completing various documents; conducting support groups; coordinating referrals and placement of clients; and consulting with officials of other agencies.

Serves as a member and/or chair of various committees/teams and collaborates, persuades, and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations; oversees ongoing development of programs.

Performs various office tasks, including: typing information; maintaining forms; copying charts; and answering and directing calls.

Participates in treatment team, staff and professional meetings to discuss client progress.

Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; creates forms; and relays and interprets administrative decisions, policies and instructions.

Initiates, coordinates and manages special programs.

Provides consultation and related services to other agencies/organizations, including: participating on special teams, developing strategies; and participating in interagency meetings to identify and serve needs and collaborate on identifying resources.

Monitors productivity/work flow and resolves problems to ensure deadlines are met.

Maintains and upgrades knowledge, skills, and development by attending seminars, meetings and training programs and reading trade and professional journals and publications.

Researches and corrects errors.

Enters and retrieves information from a computer terminal; uses the computer system to retrieve a variety of daily, monthly and yearly reports.

Disseminates a variety of information to various agencies, divisions, or departments via telephone, employee meetings, mail or fax.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment Vehicle

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor=s degree from an accredited four-year college or university in Social Work or related field; and,

One to two years of related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver=s License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Applicable state, federal and local ordinances, laws, rules and regulations.

Psychiatric illnesses, diagnoses and treatments.

Community resources related to employment and vocational services.

Environmental, sociological, and psychological problems encountered when working with clients.

Skill in:

Assessing vocational services.

Case management.

Counseling.

Using tact, discretion, initiative and independent judgement within established guidelines.

Communicating clearly and effectively, both orally and in writing.

All computer applications and hardware related to performance of the essential functions of the job.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

Ability to communicate effectively with people from a variety of cultural backgrounds.

Ability to serve as a resource for problems and issues.

Ability to plan and implement vocational services.

Ability to educate clients.

Ability to prepare client documentation, reports and records.

Ability to train/teach classes.

Ability to work cooperatively and effectively with others, observing proper safety precautions and procedures.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

While performing the essential functions of this job the employee is regularly required to sit; use hands to finger, handle, or feel; extend hands to reach, handle, seize, hold, grasp and turn; and speak and hear.

Working Conditions:

While performing the essential functions of this job the employee is required to occasionally lift and/or move up to 10 pounds and is exposed to possible bodily injury from toxic or caustic chemicals.

Work is performed in an office environment with little exposure to outdoor atmospheric conditions.

The incumbent's working conditions are typically moderately quiet.

file: vocsvcsp.4061

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.