Developmental Disability Specialist

Job Code	Job Title	Pay Grade
7017F2	Developmental Disability Specialist	21

CONCEPT:
This is administrative, supervisory, or specialized paraprofessional work associated with planning, directing, or coordinating activities and programs for the active treatment or rehabilitation of developmentally disabled clients, or acting as a program instructor or training specialist at a state operated treatment facility for the developmentally disabled. Work may involve responsibility for supervising and coordinating the work of active treatment personnel on several wards, for assisting program planners with the development and coordination of individual clients' programs, for serving as an instructor in the active treatment training program or conducting advanced specialized client training programs.

TASKS:
- Plans, assigns, and evaluates the work of active treatment staff, making assignments and instructing staff in their duties and responsibilities; reviews and resolves supervisory problems such as staffing and discipline; meets regularly with staff, individually and in groups, to provide supervision, coordinate activities and programs, and to communicate and interpret policies and procedures.
- Serves as an instructor in the institution's training program.
- Participates in induction, orientation, and motivation of lower level staff.
- Serves as a member of designated committees to review training course content, training, and career development policies, incoming transcripts and grade averages, and to grant course requirement waivers.
- Assists in developing treatment programs. Implements treatment programs requiring advanced or specialized skills and knowledge.

LEVELS OF WORK
- Class Group consists of one class.

Minimum Requirements: Kansas Department of Social and Rehabilitation Services mental health/developmentally disabled technician training certificate and one year work experience in direct care.

Necessary Special Requirements: Some positions require a Kansas certificate or permit to administer medications. Some positions require supervisory or lead worker experience. Some positions require an approved drug test unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties. Some positions require a valid driver’s license.

REF: 12/13
REV: 6/24