

Benchmark Title**VOCATIONAL WORKER****Job Summary**

Provides vocational skills training and support to clients in a designated work setting. Participates in production particular to assigned job location.

Key Duties and Responsibilities

1. Provides vocational skills training for clients in accordance with established goals and plans. Promotes a work-like environment for clients.
2. Supervises clients in performing vocational training tasks. Coordinates clients' involvement in work production.
3. Reviews and evaluates job situations and reports clients' needs, progress and work performance to the supervisor.
4. Monitors and supports the general care, safety and well being of clients by performing duties such as administering medication in accordance with established policy and assisting with clients' personal hygiene as required.
5. Schedules work to meet product quality, quantity and service expectations. Participates in production.
6. Orders supplies and materials for the designated work area. Reports to the supervisor any equipment requiring maintenance.
7. Performs other related duties as required.

Qualifications*Education and Knowledge*

Certificate in a related human / social service field.

Training and Experience

One (1) year recent related experience.

Or an equivalent combination of education, training and experience.

COMMUNITY SOCIAL SERVICES JOB EVALUATION PLAN

RATING RATIONALE

BENCHMARK TITLE: Vocational Worker

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	Education and Knowledge – Requires a certificate in a related human / social service field	3	56
2	Training and Experience – Requires 1 year recent related experience	3	75
3	Physical Demands – Often kneels, bends, stretches, crouches, or reaches while participating in production	4	28
4	Concentration – Almost always listens to and responds to inquiries of clients	5	42
5	Independence – Guided by general instructions, selects from alternate courses of action to provide vocational skills training and coordinate clients in work production	4	57
6	Judgement – Reviews and assesses job situations to report clients' needs, progress and work performance	4	57
7	Leadership/Supervision – Coordinates work production, trains, and schedules client workers	3	60
8	Accountability – Work performed and decisions made have impact on vocational training provided; errors in production coordination may cause interruptions to workflow, and moderate waste of time	3	43
9	Communication – Facilitates participation of clients who are normally cooperative in vocational skill training	4	57
10	Care of Individuals – Work involves monitoring and supporting the general care, safety and well being of clients by performing duties such as administering medication and assisting with clients' personal hygiene	4	40
11	Environment/Working Conditions – Often exposed to highly undesirable or hazardous elements such as dust or noise in a shop environment	5	42
Total Points			557