

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

**AGENCY**  
MARION COUNTY BOARD OF MR/DD

**DIVISION OR INSTITUTION**  
ADULT PROGRAM SERVICES

**UNIT OR OFFICE**  
HABILITATION

POSITION CONTROL NUMBER

CLASS TITLE  
REGISTERED SERVICES ADULT SERVICES STAFF

CLASS NUMBER  
03121

State Agency     County Agency     New Position     Change

**County of Employment**  
MARION

**USUAL WORKING TITLE OF POSITION**  
ADULT TRAINING TECHNICIAN

**POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR**  
DIRECTOR OF ADULT PROGRAM SERVICES

**NORMAL WORKING HOURS** (Explain unusual or rotating shift)  
8 am to 4 pm    Monday through Friday

**INTERMITTENT**  
Page 1 of 2

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60%	Assists professional adult services staff in provision of services (e.g., habilitation and program services; workshop or community employment and planned habilitative training and personal services, including toileting and other direct personal care) to adults enrolled in the program and provides personal assistance to individuals assigned in the activity/program. Guides assigned individuals in habilitative and recreational activities and provides vocational training in workshop settings.	Knowledge of (1) vocational and habilitation programming for individuals who are mentally retarded and/or developmentally disabled, (2) training techniques, (3) behavior management; skill in (4) operation of workshop tools and equipment; ability to (5) apply principles to solve everyday problems, (6) gather, collate and classify information about data, people or things, (7) lift and/or carry individuals, (8) establish and maintain friendly rapport with individuals.
25%	Completes and maintains records and charts assigned to individuals' progress/activity; completes requisition orders for production or program materials and supplies; prepares production reports; assists in time studies as assigned; maintains inventory records for assigned program and production area(s).	Knowledge of 1, 2, 3; ability to 6 (9) complete routine forms and reports with accuracy.
10%	Ensures safety of assigned individuals; cleans and maintains work area; transports assigned individuals to and from approved destinations. Performs daily preventative maintenance on production or program equipment	Skill in 4, (10) operation of passenger vehicle; ability to (11) recognize unusual or threatening conditions and take appropriate action.
5%	Performs related duties as assigned by supervisor.	
<p><b><u>MINIMUM CLASS REQUIREMENTS:</u></b> In accordance with 5123:2-5-02, Administrative Code, must have adult services registration.</p>		

PLEASE SIGN PAGE TWO OF THIS FORM.

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	<p><b><u>UNUSUAL WORKING CONDITIONS:</u></b></p> <ol style="list-style-type: none"> <li>1. May be exposed to contagious diseases.</li> <li>2. May be exposed to aberrant and dysfunctional behaviors which may be potentially harmful.</li> <li>3. May have to lift 50 pounds. This may be increased to protect life and provide safety in cases of emergency.</li> <li>4. May be faced with situation requiring current skills in First Aid / CPR.</li> <li>5. Must have valid Ohio driver's license.</li> </ol>	

List Position Numbers and Class Titles of Positions Directly Supervised:----  
I have read and understand this position description.

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

EMPLOYEE SIGNATURE

DATE