

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: NOVEMBER 7, 2013**  
**CLOSING DATE: NOVEMBER 20, 2013**

**DEPARTMENT:** Community Services

**POSITION:** Community Services Worker

**LOCATION:** Globe

**JOB CODE:** 13-118

**ANNUAL SALARY:** \$23,857.60-\$35,422.40 DOE

### **NATURE OF WORK**

Provides vocational rehabilitation assistance to disabled County community residents.

### **DUTIES AND RESPONSIBILITIES:**

- Transports disabled clients to and from work sites.
- Supervises part-time crew of disabled clients.
- Assists clients with a variety of disabilities in developing work skills, attitudes and etiquette.
- Coordinates client work schedules and organizes client work routines.
- Tracks client time at individual work sites.
- Ensures client work schedules are followed.
- Prepares and submits client notes and monthly reports.

### **WORKING ENVIRONMENT:**

Work is performed in the field transporting and monitoring clients at work sites; may be exposed to variable weather conditions; standing, walking, driving, and lifting up to 60 pounds; to drive a motor vehicle in order to go to client residences and transport client; may need to deal with emotional clients.

### **EMPLOYMENT STANDARDS:**

High School Diploma or G.E.D. and work experience in dealing with people; or equivalent combination of education, training and experience. A valid Arizona Driver's License; First Aid/CPR Certification.

### **KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

**Knowledge of:** Special needs of developmentally disabled individuals; standards for providing assistance to the developmentally disabled; principles and practices of vocational rehabilitation; processes for developing socialization skills; methods for teaching job development skills to the disabled; client documentation and reporting requirements.

**Ability to:** Train individuals with disabilities regarding job placement; teach socialization skills; monitor client progress at work; coordinate client work schedules and routines; safely transport disabled individuals to and from work sites; supervise part-time disabled work crews; maintain accurate client documentation and submit related monthly reports; communicate effectively verbally and in writing; effectively assist individuals with disabilities.

**Skills in:** Providing vocational rehabilitation assistance to individuals with disabilities.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.