

*CLASS SPECIFICATION FOR*  
**MH/DS Training Specialist**

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**GENERAL STATEMENT OF DUTIES:** Provides training to mentally retarded adults in a vocational or developmental training program; provides case management services; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** Trains and supervises clients individually and in groups in an effort to achieve goals established in individual program plans, as well as in provision of case management services. While work is generally performed under close supervision, independent decisions are made regarding daily program plans for individual clients. Supervision may be exercised over assistants and volunteer staff. Supervision is received from an MH/DS Community Support Supervisor.

**EXAMPLES OF WORK** (illustrative only):

- Develops and implements individual program plans;
- Instructs clients in activities of daily living, social skills, simple academic and vocational skills;
- Develops and implements case management plans including assessment, planning, and linking of services;
- Maintains program and case management records according to agency's standards;
- Assesses client's progress and needs to make judgments regarding program and case management strategies;
- Conducts collateral contacts with families of clients and other community caregivers;
- Designs and implements behavior management plans;
- May supervise completion of contract work and provide quality control;
- May assist clients in self-help activities;
- May transport clients to and from program or work sites;
- Manages and repairs facility as needed;
- Expands own knowledge by such means as academic study, independent reading, and attending conferences, workshops and seminars;
- Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of developmental services and behavioral programming; knowledge of instructional and/or training techniques, some knowledge of the principles of rehabilitation; ability to work with individuals who are mentally retarded and/or physically disabled; ability to demonstrate respect for clients; good interpersonal skills, which include ability to empathize, communicate effectively and allow client to take responsibility for self; patience; good judgment.

**MINIMUM EDUCATION AND EXPERIENCE:** Possession of a bachelor's degree in a behavioral science or other related field; OR, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**ADDITIONAL REQUIREMENTS:** Some positions may require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position, or standards established by the State.