

SUPPORTED EMPLOYMENT WORKER

KIND OF WORK

Supported employment clerical and service work.

NATURE AND PURPOSE

Under immediate supervision, employees in this class perform routine and/or repetitive clerical, custodial, food service and manual labor tasks as part of the Supported Work Program for persons with severe physical, mental health and/or developmental disabilities; perform other work as required.

This class differs from Service Worker because the employees must qualify and maintain eligibility for the Supported Employment Program established in 1987 M.S. 43A.421.

A Service Worker does not require the continued support of a job coach, whereas, the Supported Employment Worker will require such assistance. The job coach is employed and paid by a rehabilitation organization (vendor) that serves people with physical, mental and/or developmental disabilities. The job coach trains the employee and remains at the worksite until the employee is able to complete the tasks of the position. Thereafter, the job coach will monitor the employee's work performance to ensure that all tasks are satisfactorily completed.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Photocopies documents (forms, letters, pages from manuals, bulletins, etc.) so that the duplication requests from the office staff are completed by operating a photocopy machine to select the number of copies, paper size, copy quality; by adding paper and toner as needed; and by clearing simple machine malfunctions such as paper jams, misfeeds, etc.

Files items (forms, cards, letters, etc.) in folders and file drawers so that they will be retained for further use by sorting these items according to the job coach-selected method such as numerical, alphabetical or color code sequence; by locating the appropriate folder and file drawer and placing items in them.

Receives, distributes and forwards correspondence and packages so that they will be received by the proper office and individual by opening and sorting incoming interoffice and U.S. Mail according to office, individual or other methods designed by the job coach; by collating, stapling, folding and placing outgoing correspondence, forms and publications in envelopes and boxes.

Cleans the floors, furnishings, walls and windows of state buildings to maintain their physical condition and appearance by sweeping and mopping floors and vacuuming carpets; by emptying and replacing liners in wastebaskets; by dusting and washing windows, ledges and walls.

Rinses and washes dishes and kitchen utensils so that they are clean and sanitized by operating a dishwasher, following instructions designed by the job coach; by removing dishes and utensils from the dishwashing machine and storing them in the proper location; by cleaning the dishwashing machine at the end of each meal.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Ability to:

Understand and follow simple written and/or oral instructions provided by the job coach sufficient to complete a pre-determined sequence of clerical or service work tasks.

Operate equipment, as trained by the job coach, such as dishwashers and photocopiers sufficient to prepare, load, activate and clean them.

LEGAL OR LICENSURE REQUIREMENTS (These must be met by all employees in the class.)

An employee in this class must qualify and remain eligible for the Supported Employment Program established in 1987, M.S. 43A.421.

SPECIAL WORK CONDITIONS

Positions in this class may require the employee to lift and handle light to medium weight materials such as boxes of paper, water pails and stacks of dishes. The work environment may include occasional exposure to dust, steam and noise.

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Former Title(s):