

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	PARC Rehabilitation Technician
Pay Table:	PARC
Pay Grade:	8
FLSA Status:	Non-Exempt
Job Code:	813
Reports to:	Director/Manager

JOB SUMMARY

Under the general supervision of the Director/Manager, the PARC Rehabilitation Technician performs the assigned duties of the Rehabilitation Departments. These may include such responsibilities as the preparation and management of spreadsheets, the development and monitoring of procedures and standards, the completion of client assessments, customer development and customer service duties.

ESSENTIAL JOB FUNCTIONS

- Completes client assessments for assigned departments.
- Obtains required paperwork and documentation to complete assessments in a timely and accurate manner.
- Completes initial observation and interviews with all applicable participants and or clients as assigned.
- Writes client Program Plans and prepares spreadsheets.
- Meets with Support Coordinators, requested contacts, and PARC staff to discuss program and sets new goals and establishes support strategies to meet the goals.
- Provides assessments to assigned clients and/or participants, which includes interviewing and observing clients/participants in appropriate departmental format.
- Determines client specific work skills and what jobs to which they apply.
- Determines client passions and interests and what types of employment to which they apply.
- Prepares detailed reports using descriptive writing to describe client/participant, his/her living situation, his/her aspirations, interests, passions, and skill sets that lead to employment.
- Prepares visual resumes to present to employers including pictures of client/participant performing various tasks to indicate competence at the various skills that can be used in various employment.
- Creates and maintains step by step procedures for all daily activities of assigned position.
- Customer Service – field phone calls from customers, clients, employees and

- partners and troubleshoot all inquiries.
- Keeps Rehabilitation procedure manuals up-to-date with any changes within assigned departments, i.e. modifications enacted, policy changes, etc.
- Provides training for new employees as needed.
- Contacts potential service partners providing essential information.
- Navigates and prepares Excel spreadsheets as assigned.
- Attends weekly Rehabilitation meetings, prepares agenda for meeting leader and takes and distributes minutes when assigned.
- Maintains accurate and timely filing system for all assigned Rehabilitation Department's client files.
- Provides administrative support as requested.
- Rotates with other administrative staff to cover mandatory open days for PARC.
- Other duties as assigned by Director/Manager.

MINIMUM REQUIREMENTS

- High School diploma or equivalent education and/or experience.
- Experience related to the above tasks, knowledge, skills and abilities preferred.
- Demonstrated knowledge of Word, PowerPoint and Excel.

KNOWLEDGE, SKILLS AND ABILITIES

- Good interpersonal skills including ability to communicate effectively with all levels of an organizations.
- Ability to work independently with minimal supervision.
- Ability to use small office equipment and computers.
- Ability to use or repair small, medium and heavy equipment and machinery.

PHYSICAL DEMANDS

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.