



LANE COUNTY  
B015  
Updated 06/27/06  
Updated 04/11/16  
Updated 03/29/23

## DEVELOPMENTAL DISABILITIES SPECIALIST

**CLASS SUMMARY:** To assist persons who have developmental disabilities to obtain community and other services to make their lives as normal and productive as possible; and to perform related duties as assigned.

**SUPERVISION RECEIVED:** Receives direction from designated management staff.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1. Determines whether client is eligible for entry into the program by evaluating client's age, income and family and other factors identified in policies.
2. Reviews client's service needs and service providers' programs.
3. Assess client's life needs and develops a comprehensive service plan with long-term goals, short-term objectives and measurable outcomes.
4. Chairs meetings of other professionals in developing individual habilitation and similar plans.
5. Monitors client's progress in achieving service objectives.
6. Advocates for and assists in developing new services; provides information and referral services to clients.
7. Provides consultation to client and family, referrals to services and coordination of the delivery of services, and conducts problem-solving sessions.
8. Monitors services to clients provided by an array of service providers, including subcontract agencies.
9. Occasional night and weekend crisis response and service monitoring to assure safety may be required.
10. Develops, licenses, and monitors the Developmental Disabilities specialized adult foster home service, and coordinates placements of all Lane County specialized adult homes.
11. Authorizes foster home service payments based on assessed needs; authorizes
12. medical services and psychiatric evaluations.

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13.	Provides protective services to include documentation, investigation, protective placement and law enforcement/court liaison.
14.	Maintains detailed, up-to-date and accurate records of all client evaluations, habilitation plans, progress notes and other necessary information.
15.	Coordinates the early intervention service program.
16.	Coordinates the screening and intake into the system from sources other than the transition out of school program.
17.	Coordinates the transition of eligible persons from school programs.
	Conduct Oregon Needs Assessment to determine the support needs of clients.

**Knowledge of** (position requirements at entry):

- Principles of growth and human development: needs and characteristics of individuals with developmental disabilities.
- Different types of developmental disabilities; mental, psychological and medical implications of disabilities and the limitations they create.
- Federal, state, and local laws, administrative rules, regulations and eligibility guidelines for various developmental disability support programs.
- Developmental disabilities support/training methodologies.
- Principles and techniques of counseling; family dynamics.
- Psychological and psychiatric assessments and their interpretation.
- Principles and techniques of interviewing.
- Local social service agencies and community resources.
- Social service theory, practices and procedures.

**Skills in** (position requirements at entry):

- Identify problems, decide on appropriate action and facilitate indicated service for people with intellectual disabilities and/or developmental disabilities.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Utilize community resources to assist clients in attaining basic social, health care, household management and material needs.
- Consult on developmental disabilities support/training methodologies.
- Relate to diverse populations of people with disabilities.
- Prepare and maintain records, statistical data and reports.
- Communicate clearly and concisely, both orally and in writing.

**Training and Experience** (positions in this class typically require): Bachelor's degree from an accredited college or university. One year of experience of working with persons with developmental disabilities. An equivalent combination of experience and training that will demonstrate the required skills and knowledge.

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**NOTE:** These positions are represented by AFSCME Local 2831.

**Classification History:**

De minimus changes clarifying supervision received and other language approved by County Administrator. 06/27/06

De minimus changes 03/29/23

FLSA Status: Exempt