



LANE COUNTY  
B015B  
Updated 06/27/06  
Bilingual Adjunct  
Established 01/28/09  
Updated: 04/11/16

## DEVELOPMENTAL DISABILITIES SPECIALIST - Bilingual

**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. Available 24 hours a day for crisis intervention.
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 medical services and psychiatric evaluations.

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Developmental Disabilities Specialist - Bilingual (Continued)

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

**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.
- Developmental disabilities support/training methodologies.
- Principles and techniques of counseling; family dynamics.
- Psychological and psychiatric assessments and their interpretation.
- Federal, state, and local laws, administrative rules, regulations and eligibility guidelines for various developmental disability support programs.
- 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 mental retardation and/or other developmental disabilities.
- Utilize community resources to assist clients in attaining basic social, healthcare, household management and materials needed.
- Consult on developmental disabilities support/training methodologies.
- Relate to diverse populations of people with mental and physical handicaps.
- Prepare and maintain records, statistical data and reports.
- Establish and maintain effective working relationships with those contacted in the course of work.
- 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 knowledge and abilities is qualifying.

**DEVELOPMENTAL DISABILITIES SPECIALIST - Bilingual**

Language – ***Spanish***

**CLASS SUMMARY:** To assist in providing bilingual communication with Limited English Proficient (LEP) persons. Individuals in these classifications do more than self-identify; they have successfully passed a test demonstrating proficiency in both English and the other language administered by the County. The need for the use of the second language in the performance of job duties in this classification has been identified.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.) In addition to the regular knowledge, skills, and abilities required of the employee's main classification, the bilingual duties of this adjunct classification may include, but are not limited to the following:

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| 1. | Interpreting between English speakers and LEP persons.                     |
| 2. | Orally translating documents.  |
| 3. | Providing oral assistance.   |
| 4. | Providing written assistance, including some written document translation. |

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

- Both languages, demonstrating the ability to convey information in both languages quickly and accurately.

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

- Communicate clearly and concisely.
- Maintain confidentiality of communications.

**Training and Experience** (positions in this class typically require):

An equivalent combination of experience and training or demonstrated abilities qualifying the employee or applicant to perform the duties described herein. These skills and abilities may be acquired in various ways; i.e., education and/or bilingual or bicultural experiences.

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

**Classification History:** Deminimus changes clarifying supervision received and other language approved by County Administrator 06/27/06.  
FLSA Status: Exempt