

Lorain County Board of Developmental Disabilities

Murray Ridge Center

1091 Infirmary Road • Elyria, Ohio 44035

POSITION OPENING

Position: WORK AND ACTIVITIES SPECIALIST / SHIPPING AND RECEIVING CLERK

Location: Murray Ridge Center

Qualifications: Minimum: Must have a high school diploma or GED. Must be able to transfer/lift adult consumers from a wheelchair to toilet or changing table. Must be able to move/transfer production materials and maintenance equipment. Demonstrated competency in the provision of services to people with developmental disabilities. Demonstrated competency in the coordination of activities for people with disabilities. Strong organizational skills, critical thinking and problem solving ability. Excellent communication skills including ability to work as part of a team. Cooperative and able to establish rapport with diverse individuals.

Must have a valid CDL license with proper endorsements and a fully insured, personal vehicle for agency use. Must have and maintain a good driving record. Must demonstrate continuous satisfactory job performance. Must have a record of reliable work attendance. Must possess or be able to obtain Ohio DODD Registered Adult Services certification.

Preferred: Experience in shipping/receiving. Experience in a manufacturing/production environment in the private sector. Experience in production control as well as scheduling work at multiple sites. Demonstrated excellence in the coordination of activities for people with developmental disabilities. Experience in inventory control and computers, scheduling of drivers, work flow to areas, and commercial shipping regulations. Experience in direct customer contact and quality assurance, operating in a fast-paced environment focusing on quality and total customer satisfaction.

One or more years experience in working with MR/DD population. One year experience in production/contract work. Two or more years experience in a manufacturing environment.

Responsibilities: Provide vocational and habilitation training to consumers in a variety of environments including sheltered workshop, community enclaves and various community settings in accordance with ISP. This includes setting up jobs and demonstrating production techniques on production machinery and facility procedures to facilitate employment training and skills. Assign jobs, provide training and oversee quality control when working in Production. When working in an enclave setting, communicate effectively with management of that organization.

Handle raw materials, work in progress, and finished goods in order to facilitate efficient material and product flow between the work centers and/or community sites of the Murray Ride Center. Stoop, bend, push, pull, reach and lift heavy materials to or from floor to table heights. Maintain a safe work environment. Communicate effectively and positively with company representatives, Board staff, and supervisors. Operate material handling and/or mechanical lifting equipment, e.g., hand trucks, fork lifts/tow motors, barrel handlers in a safe and courteous manner. Drive agency and/or Murray Ridge Production Center, Inc., vehicles, e.g., vans, pickup trucks, riding tow motors, 26,000+ GVW truck, rental trucks. Receive, inspect and verify materials, including customer requested quality assurance, equipment and supplies against packing slips and/or purchase orders in order to insure accuracy of count and quality/condition of product. Files any and all records. Accurately and efficiently completes receiving documents; communicates material count/discrepancies to appropriate agency staff and contract company. Prepares product for shipment.

Maintain records of services provided in accordance with the ISP and work completed/production records. Evaluate individuals' work and progress on training goals. Develop, coordinate, and implement leisure recreational activities in the areas of art, music, socialization, physical fitness, etc. Teach habilitation classes in the areas of self-care, daily living and active treatment. Conduct community integration activities. Provide delegated nursing services in health maintenance, and provide assistance with toileting and other personal care.

Lift materials and transfer adult individuals.

Work independently with limited supervision.

Hours: Normally, 40 hours per week. Generally, 8:00 a.m.-4:00 p.m. Flexible as needed including evenings, weekends, holidays, and program closing days.

Salary: Level 4

Probationary Period: 280 calendar days (initial); 90 calendar days (non-initial)

Contact: Human Resources Department or hrdept@murrayridgecenter.org