



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
DISABILITY INTAKE FACILITATOR	CLASSIFIED	GRADE: K MONTHS:
BOARD POLICY REFERENCE: 1999 CLASSIFICATION STUDY		Board Approved: 4/00

JOB DESCRIPTION:

Under general supervision, initiate and implement confidential intake interviews of students with disabilities including psychiatric disorders, auto-immune diseases, and developmental and physical disabilities to determine how their particular health condition(s) may affect their performance in an academic setting; determine which services individuals may need to have to access education; request, analyze and evaluate medical reports and disability verifications from health care professionals; issue Access Permits; and do related work as required.

SCOPE:

The Disability Intake Facilitator has in-depth knowledge about the disabilities and needs of individuals with disabilities; facilitates access to the educational setting; interviews students and verifies individuals' disabilities and determines appropriate academic support services.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Schedules and performs confidential interviews of students with both chronic and/or long-term disabilities to determine eligibility for academic support services; prepares written reports for student files and use of other staff within the department.
2. Requests and analyzes detailed medical reports and disability verifications from state licensed medical care providers; prepares confidential student files.
3. Refers students with disabilities to appropriate department specialists or counselors after receipt and evaluation of medical verification; schedules student's appointments with specialists.
4. Interprets and explains departmental and college policies and procedures to students requesting and/or using services; answers questions from students, faculty and staff regarding applicable policies and procedures.
5. Solicits necessary additional medical information from health care providers; interprets and explains Disability Verification requirements to providers.
6. Initiates and maintains communication with other college departments and appropriate agencies regarding students.
7. Prepares and maintains confidential files for students receiving services.
8. Verifies and documents students' eligibility for Access parking permits and gate passes; issues Access parking permits and gate passes; collects fees and forwards to appropriate department.
9. Assists students with registration, petitions and other college forms as necessary.
10. May serve as a lead worker to other classified staff in the area.
11. May direct the work of student assistants.

EMPLOYMENT STANDARDS

ABILITY TO:

Interpret medical reports; demonstrate sensitivity to, and respect for, a diverse student population who may exhibit disabilities such as medical frailties, psychiatric disorders, acquired brain injuries and physical and developmental disabilities; write clear and concise reports; maintain confidential files; understand, follow and give oral and written directions; analyze situations accurately and take appropriate action; interpret and apply policies and procedures; operation of a personal computer and standard software applications; act as a lead worker to other Classified staff in the area; maintain cooperative working relationships.

KNOWLEDGE OF:

Services and equipment available to students with disabilities; college and community resources available for individuals with disabilities; Department of Motor Vehicles disabled parking placards and plates requirements; current provisions of Americans with Disabilities Act; proper English usage; and modern office practices.

MINIMUM QUALIFICATIONS:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Associate's degree.

Experience:

Experience working in a related educational setting. Work in a position that involved contact with learning disabled persons preferred.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities such as, but not limited to, lifting equipment (up to 50 lbs. unassisted), bending, standing, climbing or walking.