



**Code: 3074**

Family: Health and Human Services

Service: Health and Welfare

Group: Medical and Social Service

Series: Human Relations

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## **CLASS TITLE: DISABILITY SPECIALIST I**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, the class functions at the entry level, performing professional social service assistance and coordinating the provision of departmental services and programs for people with disabilities, and performs related duties as required

### **ESSENTIAL DUTIES**

- Advocates on behalf of clients, working with service providers and private and public agencies to ensure clients have access to and obtain needed health, economic and social services
- Provides information to clients, their families and the general public regarding programs and services available to people with disabilities
- Assesses clients' eligibility for services and refers eligible clients to service providers and social service agencies
- Assists clients in obtaining services and benefits from social service and government agencies and performs follow up to ensure that they receive needed services
- Counsels clients on how to maintain their independent living status and provides information on various assistive devices, home modifications and available direct services
- Counsels clients on employment opportunities and provides referrals for needed skills development (e.g., resume preparation, completing job applications, etc.)
- Assists in conducting on-site accessibility surveys of private and public buildings to determine their ability to accommodate people with disabilities
- Assists in conducting site visits and performing audits of delegate agencies to ensure compliance with contract requirements
- Prepares work activity reports
- Networks with businesses and private employers to encourage employers to hire people with disabilities, as required
- Provides information to employers regarding legal requirements for reasonable accommodations for disabled employees, as required
- Provides building owners with information and technical assistance on accessibility issues, as required
- May assist in developing and maintaining resource directories and other information resources for clients

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Sociology, Psychology or a directly related field, plus one year of disability advocacy work experience, or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met

**Licensure, Certification, or Other Qualifications**

- None

**WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, printer)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

**Knowledge**

Some knowledge of:

- \*applicable federal, state, local laws, regulations, and guidelines
- \*the particular needs, issues and concerns of the disabled
- \*social services programs and resources
- \*applicable computer software packages and applications

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*COORDINATION WITH OTHERS – Adjust actions in relation to others' actions
- \*SERVICE ORIENTATION - Actively look for ways to help people

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
  - SPEAK - Communicate information and ideas in speaking so others will understand
  - COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
  - WRITE - Communicate information and ideas in writing so others will understand
  - REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
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- All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.
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The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\*May be required at entry.

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City of Chicago  
Department of Human Resources  
April, 2015