

## HABILITATION ASSISTANT

This is paraprofessional work in providing direct residential or in-home services to developmentally disabled clients.

Primary responsibilities include the implementation of individual habilitation plans which involve instructing clients in daily living skills, socialization, leisure and/or recreational activities. Employees provide input into goal planning as a part of the team and are responsible for progress notes which are typically limited to include observation and reporting basic data such as participation in activities and behavior changes. Employees dispense medications, supervise clients in general housekeeping activities, meal preparation and other household duties, and may also provide client transportation on a limited basis. Employees receive administrative and technical supervision from Habilitation Technician or Habilitation Specialist.

### I. DIFFICULTY OF WORK:

Complexity - Work assignments are routine in nature and primarily involve carrying out pre-planned programming or leisure activities with minimal responsibility for documentation in client records and minimal input into planning activities and goal setting. Basic assignments such as transportation, routine personal care, feeding and light housekeeping are present and may be used to integrate client programming with daily care.

Guidelines - Work is performed according to daily schedules, habilitation plans, internal policies and procedures, and oral instructions. Situations which are not covered by guidelines are referred to the supervisor.

### II. RESPONSIBILITY:

Accountability - Employees' work in-group home setting may be limited to internal impact except for transportation and field trips in which case it may reflect on public's view of services being provided. In an in-home service role, employees provide services to the clients in their home.

Consequence of Action - The programming and instruction aids clients in socialization and behavioral areas. Employees have responsibility for the safety of the clients when providing transportation or may be responsible for monitoring of routine medications and the following of prescribed diets.

Review - Work is reviewed frequently by higher level staff and/or supervisors either upon completion or shortly thereafter through discussions and record analysis.

### III. INTERPERSONAL COMMUNICATIONS:

Subject Matter - Employees report basic observational information to other staff. Functioning level of clients may range from profoundly to mildly developmentally disabled which creates limits in comprehension.

Purpose - During leisure activities, eating, or toileting, employees guide clients on such things as what activities to do, how to do them, and appropriate interaction skills.

### IV. WORK ENVIRONMENT:

Nature of Working Conditions - Employees work primarily indoors with some exposure to conditions which are slightly disagreeable such as toileting and feeding.

Nature and Potential of Personal Hazard, - Behavior problems such as aggression of clients and/or lifting could cause bodily injury. Providing transportation could result in accidents or injuries.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Basic knowledge of reading, writing, and arithmetic. Ability to relate to population served in a supportive and therapeutic manner. Ability to follow oral and written instructions. Ability to record basic data and report findings verbally to supervisor. Ability to communicate with other staff and members of the community.

Minimum Training and Experience - Demonstrated possession of knowledges, skills, and abilities gained through at least one year of experience performing tasks similar to the ones assigned; or an equivalent combination of training and experience.

Necessary Special Qualifications -Valid driver's license as applicable.

Administering the Class - Graduates from a two-year associate degree program designed to prepare support personnel for the human services field may start at the third step of the range. College graduates with a four-year degree in human services field may start at the third step of the range. Applicants with two or more years of college and one year of the above experience may start at the first step of the range.