

HABILITATION TECHNICIAN

This is paraprofessional work assisting in the management of a residential facility for developmentally disabled clients. Employees are responsible for supervising staff, interviewing and screening clients for admission to the program, determining basic client needs through administering a variety of basic assessments, developing and implementing limited goal plans for clients through consultation with other staff. Employees prepare limited progress notes, coordinate leisure, social, and recreational activities, administer medications, arrange for client transportation and provide supportive counseling. While the majority of employee's time is spent in providing direct client services, a significant amount of time is spent in administration and supervision, either on an extended shift basis or in the absence of the residential manager. Work is differentiated from the Habilitation Assistant level by the administrative and supervisory responsibilities. Employees usually report to a Habilitation Specialist or Program Manager.

I. DIFFICULTY OF WORK:

Complexity - In addition to carrying out client programming and other assignments as described in Habilitation Assistant, employees assist in the management of a residential facility by supervising lower level staff. In the absence of the Habilitation Specialist, employees screen clients, perform basic assessments, develop and implement limited goal plans for clients which include independent living skills, socialization, and related areas such as money management, meal preparation and self-improvement skills. Employees may be involved in some basic financial record keeping and are responsible for limited documentation of client's progress and/or behaviors.

Guidelines - Employees follow area MH/DD/SAS program guides, 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 - Work is carried out within a community residential setting which impacts primarily on clients and other staff.

Consequence of Action - The activities planned and carried out with the clients may result in improvement 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 in progress or upon completion by professional staff and/or supervisors.

III. INTERPERSONAL COMMUNICATIONS:

Subject Matter - Employees may have input into the interdisciplinary team or to a professional staff member regarding clients' needs and abilities. Clients present a wide variance in functioning level from profoundly to mildly developmentally disabled. These conditions create limitations in comprehension.

Purpose - Employees instruct and encourage clients to enable them to achieve specific skills or behaviors.

IV. WORK ENVIRONMENT:

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

Nature and Potential of Personal Hazards - 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 document observations and events. Ability to supervise lower level staff and to communicate with other staff and members of the community.

Minimum Training and Experience - Graduation from high school or an equivalent and two years of experience with developmentally disabled clients; or an associate degree in the human services field; or an associate degree in a field other than human services and one year of experience with developmentally disabled clients; or an equivalent combination of training and experience.

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

Administering the Class - Graduates with a four-year degree in a human services field may start at the first step of the range.