

Resource, Support & Development, Inc.

Job Description
2/2017

Habilitation Technician I

QUALIFICATIONS:

REQUIRED:

1. One year work experience.
2. Valid current MT driver's license, and insurability per RSD criteria.

PREFERRED:

1. Experience working with adults with developmental disabilities
2. Some formal education beyond high school, preferably in field of human services
3. Current training and/or certification in one or more of the following areas:
 - a. College of Direct Support Tier I
 - b. CPR
 - c. First Aid
 - d. Medication certification
 - e. Behavior Management (MANDT)

SUPERVISOR:

1. Area Program Manager
2. Senior Instructor

POSITIONS

SUPERVISED:

1. None

HOURS:

____ hrs/wk

SALARY: A Hab. Tech. I position is hired as a Level III Temporary Employee at a starting wage of \$10.70/hr. Once the employee has completed the following requirements within set timelines they will be promoted to a regular Hab. Tech. I with a wage increase to \$10.95/hr. CPR/First Aid is due within first 30 days; Medication Certification 45 days; College of Direct Support Tier I 6 months; Orientation (Supervisor & Director of Training) 6 months; Documentation of Hepatitis B vaccinations or receipt of Hep. B Waiver form 6 months.

GENERAL SUMMARY OF DUTIES: Under supervision of the Area Program Manager and/or Senior Instructor this position will involve a variety of tasks focused on assisting individuals in the day program to achieve their maximum potential and self sufficiency, in accordance with principles of self-determination. They are responsible to develop training programs; participate in PSP process; maintain and document data collection; keep all notebooks and files updated and complete; handle behavior problems; complete assessments; supervise general hygiene; assist with medications; spend within budget; complete reports as needed; carry out policies/procedures of agency, etc.

JOB RESPONSIBILITIES

- I. Consumer Training:
 - A. Protects rights of consumers according to agency and state policies and reports all violations as required by policy.
 - B. Attends PSP's as requested by supervisor(s).
 - C. Develops or assists in the development of individual program plans, behavior programs, and PSP's.
 - D. Administers skill assessments.
 - E. Assist supervisor in developing and maintaining daily training schedule.
 - F. Read and implements PSPs
 - G. Maintain and document training data, as specified in PSPs
 - H. Prioritizes individuals training needs
 - I. Assist other staff in maintaining compliance with program/contract goals.
 - J. Keep all consumers training notebooks and permanent files updated and complete, as requested by supervisor.
 - K. Assist in the development of training resources and materials, if requested.
 - L. Assist in the development of curricula in specialized training areas, as requested.
 - M. Handle behavior problems according to procedure specified by supervisor.
 - N. Handles PSP duties, if requested by supervisor.
 - O. Assist in the development & implementation of time/motion studies, as needed.
 - P. Supervise community outings, if requested.

- II. Consumer Care:
 - A. Ensure proper appearance of consumers.
 - B. Take consumers to medical appointments if authorized to transport consumers, as requested by supervisor.
 - C. Supervise consumers general hygiene at all times.
 - D. Provision of personal care including feeding, toileting, and showering (if applicable).
 - E. Assures that medication is administered properly and recorded accurately.
 - F. Assure that all medications are secured and stored properly as required by policy.
 - G. Ensure that all medical and psychological needs of individuals are met.

- III. Reporting/Recordkeeping Requirements:
 - A. Spends for supplies within budget provided by supervisor.
 - B. Maintains receipts for all expenditures
 - C. Assist supervisor in completing inventories, if needed.
 - D. Complete and submit incident reports, seizure reports, emergency procedures, etc. as required by policies.
 - E. Document participation of individuals in various activities, as required by contract.
 - F. Completes time cards, travel vouchers, etc. as requested by supervisor.
 - G. Maintain production and wage records, if applicable.

IV. Health/Safety Requirements:

- A. Assist in the maintenance of health and safety standards within the facility.
- B. Assist other staff in maintaining work area, equipment,
- C. Completes minor repairs, as needed or requested by supervisor.
- D. Completes maintenance on vehicle and/or equipment, as requested by supervisor.
- E. Conducts and documents fire drills, safety and sanitation inspections, as requested.

V. Vocational Duties:

- A. Actively pursue opportunities for integrated employment and social activities for individuals.
- B. Assist individuals to obtain and maintain meaningful employment, as required by supervisor.

VI. Other Duties:

- A. Carries out policies/procedures of agency
- B. Maintains confidentiality at all times.
- C. Attends all staff meeting, as requested
- D. Attends all training meetings as required
- E. Keep First Aid, CPR, and medication certification current as required by policy
- F. Follow scheduled work hours
- G. Maintains professional communication with other agency staff
- H. Act as a role model for consumers by ensuring that own appearance, hygiene, and communication/interaction techniques reflect those of a responsible, mature person.
- I. Other job-related duties, as assigned by supervisor(s).

VII. Transporting Consumers:

*At this time Area Managers have the option of designating whether this position requires staff to transport consumers as part of their job duties. Please indicate the designation for this position.

Staff name: _____ is not required to transport consumers. Staff hereby acknowledges that they can never transport consumers in corporation or personal vehicles under any circumstances, including emergency situations. Violation of this designation will lead to disciplinary action up to and including termination.

Staff name: _____ is required to transport consumers and therefore must meet the following requirements.

- A. Valid State of Montana driver's license to operate a motorized vehicle in accordance with state law.
- B. Verification of insurability per RSD insurance criteria through Motor Vehicle Record inspection.
- C. 18 years of age
- D. Licensed driver for 3 or more years.
- E. Report all driving infractions immediately to supervisor.

VIII. Requirements

A. Knowledge: Working knowledge of applied behavior analysis techniques and/or College of Direct Support Tier I; of goals and objectives of individual habilitation programs; of task analyses; of basic hygiene care; of both corporation and state policies and procedures for documenting and maintaining records; of industrial production and safety standards; of corporation clerical and accountability policies; of time/motion studies and analyses; of the rights of individuals participating in corporation programs.

B. Skills: Skill in the operation of a motorized vehicle, mechanical devices used to lift or assist individuals with a disability, adaptive equipment, household appliances, cleaning equipment, and other devices used in the corporation.

C. Abilities: Ability to move independently or with reasonable accommodations within the facility and the community; to read and apply written instructions; to communicate effectively orally and in writing with staff, other professionals, and individuals utilizing corporation program(s); to determine and implement proper training techniques; to identify problems and take corrective action; to train and instruct others; to organize and direct daily activities; to write individual program plans and participate in PSP's.

D. Education and Experience: The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to completion of high school and successful completion of in-service training provided by the State of Montana and the corporation, and two years of experience working with individuals with disabilities; or two years of formal education in developmental disabilities and in-service training. Training in specific areas, such as First Aid, CPR, medication certification, and College of Direct Support are required by the corporation.

E. Nature of Work: Physical effort is required to lift and/or assist other staff to lift individuals. Standing, walking, or bending during much of the work period is required. Exposure to unpleasant sights, sounds, odors and physical aggression may occur on a regular basis. Primary contacts are with individuals in the program, but regular contact may occur with outside agencies, such as the D.D. Division, Dept. of Family Services, licensing agencies, police, doctors, residential staff, parents, guardian and relatives.

I have read and understand all my job duties and responsibilities as designated above. I agree to maintain confidentiality about all aspects of my job as they relate to the individuals and the corporation. I also understand that this corporation reserves the right to revise or change my job duties or work schedule as business demands change or the needs of the consumers change.

Employee Signature

Date

Supervisor's Signature

Date

JOB INVENTORY

JOB POSITION Hab. Tech I Day Program **PROGRAM** Billings, Red Lodge,
 Hardin, Lewistown

PHYSICAL DEMANDS OF POSITION: Total hours at one time based on 35 hours/week

SITTING	1	2	3	4	5	6	7	8	HOURS
WALKING	1	2	3	4	5	6	7	8	HOURS
STANDING	1	2	3	4	5	6	7	8	HOURS

SURFACE/TERRAIN: Carpet, concrete, snow, ice, tile, general outdoor recreation

KEY: N = NOT ALLOWED PER RESTRICTIONS 0 = OCCASIONALLY (1 HOUR TO 2 ½ HOURS)
 S = SELDOM (LESS THAN 1 HOUR) C = CONTINUOUSLY (5 ½ - 8 HOURS)
 F = FREQUENTLY (3-5 HOURS)

ACTIVITY		0-10 LBS	11-24 LBS	25-34 LBS	35-50 LBS	OVER 50 LBS
LIFTING	KNEE HIGH	F	F	O	S	S
	WAIST HIGH	F	F	S	S	S
	OVERHEAD	O	S	S	S	S

BENDING F **SQUATTING** O **CRAWLING** O **CLIMBING** O **KNEELING** S
REACHING ABOVE SHOULDER HEIGHT F **PUSHING** F **PULLING** F

DEXTERITY:

SIMPLE GRASPING YES X NO
FIRM GRASPING YES X NO
FINE MANIPULATION YES X NO

ENVIRONMENTAL CONDITIONS:

REQUIRED TO WORK OUTDOORS – SUMMER YES X NO
REQUIRED TO WORK OUTDOORS – WINTER YES X NO
EXPOSED TO FUMES? YES X NO
FROM WHERE? Paints, Varnishes, Chemicals, etc.
EXPOSED TO DUST? YES X NO
FROM WHERE? Sawdust from sanding
EXPOSED TO GASES? YES NO X
FROM WHERE?
EXPOSED TO NOISE/VIBRATIONS? YES X NO
FROM WHERE? Clientele, tools, equipment
EXPOSED TO PHYSICAL AGGRESSION FROM OTHERS YES X NO
FROM WHERE? Clientele
EXPOSED TO OFFENSIVE ODORS/SIGHTS YES X NO
FROM WHERE? Clientele
EXPOSED TO BLOOD/BLOODBORNE PATHOGENS YES X NO

FROM WHERE? Possible after accident

ENVIRONMENTAL CONDITIONS CONTINUED:

USES MACHINES, TOOLS, AND EQUIPMENT ON THE JOB YES X NO

WHAT KINDS? Treadmills, Computer, Vacuum, Saws,
Sanders, Recycling bailer

USES PROTECTIVE EQUIPMENT ON THE JOB? YES X NO

WHAT KIND AND FOR WHAT TASKS?

First Aid—gloves, gowns Lifting—back belts
Personal hygiene/bathing—gloves, gowns, goggles,
hairnets, masks Equipment-ear plugs,

OTHER SIGNIFICANT JOB REQUIREMENTS NOT MENTIONED ABOVE:

Valid Montana driver's license/insurability
Occasional lifting in excess of 100 lbs. in response to emergencies

SPECIFIC TRAINING/EDUCATION REQUIRED TO DO JOB:

- 1) College of Direct Support Tier I & II
- 2) Annual training in CPR
- 3) First Aid
- 4) Medication Certification

SPECIFIC JOB DUTIES NOT ALLOWED DUE TO MEDICAL RESTRICTIONS:

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