

JOB TITLE: Habilitation Aide

REPORTS TO: Supervisor

Summary:

Assist in supporting individuals with developmental disabilities by providing training and treatment in the areas of self-care, communication, self-direction, independent living, mobility, and learning as directed by state and federal regulation.

Assure the mission of the home by providing the highest quality of services in order to enhance each individual's skill development, health, freedom, and personal dignity.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Demonstrate knowledge of the Employee Handbook by adhering to terms and conditions of employment.
- Participate in Habilitation Aide Training program and become a Certified Habilitation Aide within 120 days of hire by attending all scheduled classes. Failure to complete Hab Aide Certification within 120 days of hire may result in disciplinary action, up to and including termination.
- Bathe, groom, and dress individuals by providing assistance and support as indicated in the Individual Program Plan.
- Monitor individual appearance by ensuring that each person is dressed and groomed appropriately.
- Ensure each person's right to privacy by closing doors, shutting curtains/drapes, when appropriate.
- Ensure each person's right to confidentiality by never disclosing information to people outside of the home.
- Maintain technical knowledge by attending and participating in staff meetings and inservices.
- Ensure all housekeeping issues are addressed and that homes are clean and free of vermin.
- Supervise individuals on out of house activities and ensure individual safety by accompanying people in the vehicle and in community facilities. Provide support for the activity as needed or described in the Individual Program Plan.
- Monitor medical well-being and safety of each individual by observing and documenting individual health care issues as prescribed by medical personnel and agency protocol.
- Supervise individuals during in-house activities by conducting therapeutic activities, such as physical exercise, occupational arts and crafts, and recreational games.
- Supervise individuals during meals by serving family style, eating with individuals to act as a role model, while providing assistance and prompting to use proper utensils, appropriate bite size, use a napkin, etc.
- Monitor prescribed diets by preparing meals and snacks according to written menus and accompanying recipes.
- Reinforce positive behaviors and promote social interaction by implementing behavior development programs according to the written plan.
- Facilitate assessment and development of individual treatment goals and objectives by implementing and documenting individual programs as written by the QMRP.
- Participate in the development of each person's Individual Program Plan by attending Interdisciplinary Team Meetings and/or giving input to the QMRP.
- Supervise individuals in the cleaning of living areas by providing training and support as needed.
- Supervise individuals in complaint laundry by providing training and support as needed.
- Supervise, as authorized by the Nurse Trainer to pass medications must satisfy the following conditions:
 - a. Demonstrate functional literacy;
 - b. Satisfactorily complete the Health and Safety component of the Habilitation Aide Training Program;
 - c. Pass the written portion of the comprehensive examination furnished by The Department of Human Services; and
 - d. Score 100% on a written or oral competency-based evaluation specifically pertinent to those medications that such staff are responsible to administer.

Work Schedule:

Ability to work evenings and weekends

Required Experience, Education and/or Training:

- A minimum high school diploma or GED.
- Be a Certified Habilitation aide

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High school diploma or general education degree (GED).
- Must be at least 18 years of age.

Language Skills

- Ability to read and interpret documents such as policies and procedures, individual programs as described in the program plan, and medication orders.

Proficiency:

- Read, write and speak the English language in an understandable manner.
- Ability to interpret a variety of instructions furnished in written, oral or schedule form.
- Communicate effectively, both orally and in writing.
- Able to interpret and complete forms and documentation accurately.
- Able to maintain confidentiality.
- Add, subtract, multiply, and divide in all units of measure, using whole numbers and fractions/decimals.
- Collect and balance money and/or financial records.
- Solve practical problems and deal with a variety of situations.
- Ability to define problems, collect data, establish fact, and draw valid conclusions.
- Ability to interpret and comprehend abstract and concrete variables.
- Operation of an automatic transmission automobile.
- Possess valid Driver's License and auto insurance. Periodic verification may be required.

Physical Requirements: The physical demands below are representative of those that will be required to successfully perform the essential function of this job. Employees may use prosthetics that will enable senses to function adequately so that the requirement of this position can be fully met. Reasonable accommodations may be made to enable employees with disabilities to perform the essential functions. Tasks will include, but are not limited to:

- Lifting/Carrying above 100 lbs.
- Stooping/Bending
- Kneeling/Squatting/Crouching
- Walking
- Standing
- Sitting
- Climbing/Balancing
- Physical Coordination (sequential/simultaneous use of hands, arms, feet & legs)
- Hand-Eye Coordination
- Vision (Close, Intermediate and Distance)
- Depth Perceptions
- Hearing

Common Work Environment:

- Contact with bio-hazardous materials (i.e. body fluids).
- May be subject to minor injury from cuts, bruises, falls, etc.
- Will be required to climb stairs frequently.
- Exposure to dust, fumes and/or odors.
- May encounter chemicals, possibly of a toxic or caustic nature.
- Low Noise, Moderate Noise and Loud Noise.
- Outdoor Weather Conditions.

Signatures: I have read this job description and fully understand the requirements set forth therein. I accept this position and agree to abide by the requirements set forth, and will perform all duties and responsibilities to the best of my ability.

Employee Signature

Date

Supervisor

Date

ADDENDUM TO HAB AID POSITION:

Shift Leader Differential

REPORTS TO: Supervisor

JOB OBJECTIVE: During an assigned shift, provide support by monitoring overall operations of designated ICF/DD or CILAs and ensuring affective communication between Supervisor, QMRP and Consultant Nurse.

Summary:

Assure the mission of the home by providing the highest quality of services in order to enhance each individual’s skill development, health, freedom, and personal dignity.

Ensure and implement in completing program functions of the Active Treatment process. Assist RSD/QMRP in monitoring each individual’s health status.

Essential additional Duties and Responsibilities:

- Implement and ensure the completion of daily documentation related to the operation of the home (i.e.: patterns and trends, daily documentation books, Individual Program Plans, contact/activity notes, incident reports etc.).
- Notify the Supervisor of maintenance needs.
- Ensure adequate and appropriate food items are available and meet the individuals’ dietary needs.
- Ensure that monitoring and PRN medication recommendations following incidents and/or medical procedures are followed accurately per physician or nursing order.
- Implement self-administration of medication and ensure documentation is accurately recorded.
- Report the maintenance needs of equipment, supplies, vehicles and operating systems of the home to ensure the safety of each individual receiving services and DSPs employed in the home.
- Ensure the implementation of activities
- Report to Supervisor upon arrival and relay information to 3rd shift staff prior to leaving
- Complete Shift Leader Checklist

Note: Shift Leader does not have disciplinary duties, ability to approve overtime or make changes to the schedule.

Shift Leader Responsibilities will be compensated during the shift that a Hab Aid is assigned these duties with a shift differential pay rate.

This differential is not a title nor entitlement for an individual employee. Shift Leader duties are specific to a particular shift. The Shift Leader will be the responsible individual for events and incidents which occur on a given shift, with the Shift Leader coordinating information between Nursing, QMRPs, Supervisor, and staff-on-duty.

Employee Signature

Date

Supervisor

Date