



JOB DESCRIPTION

MISSION: *To enhance human development through community.*

POSITION TITLE: Habilitation Aide

REPORTS TO: Support Specialist

PROBATIONARY PERIOD: Six months

PROVIDES DIRECT SUPPORT TO: Individuals with whom they are assigned.

GENERAL JOB SUMMARY:

The primary functions of the hab aide are:

- To provide direct care to individuals with developmental disabilities in residences, group homes, family homes, adult day/work programs and community settings.
- To teach, support and maintain skills, behavior, social and recreational, and incidental programs.
- To provide individual care and ensure safety in the home and community.
- Assist with care of the home and daily needs of the individual.

ESSENTIAL JOB FUNCTIONS:

Specific responsibilities vary depending on the individual job assignments. Hab Aide functions include, but are not limited to the following. Some assignments may not include all tasks.

Daily Tasks in the Home

Assist with personal care such as bathing, grooming, toileting/diapering, eating and dressing. Lifting and/or transferring persons with physical challenges into and out of wheelchairs, beds, etc., which may be required several times during a shift.

Assist individuals and/or operate the use of adaptive equipment and/or technology such as communication devices, mechanical lifts, van lifts, motorized wheelchairs, etc.

Teach and/or assist with daily living skills, e.g. personal hygiene, cooking, laundry, shopping, and housekeeping skills.

Ensure safety of the individual and provide emergency and evacuation planning.

Manage continually changing dynamics of life including interpersonal relationships, conflicts, illnesses and schedule changes.

Provide support and encouragement, comfort and consolation.

Medical Tasks

Handle medical emergencies and administering minor first aid.

Complete Seizure and Medication Certification to assist with medication administration.

Be alert for seizures, illness, injury, and medication side effects and respond appropriately.

Collect, record, and submit data on medication administration and side effects.

Follow program instructions from physicians and therapists such as positioning for eating, stretching, strengthening exercises, and transferring methods.

Document and submit medical incidents within required timelines.

Behavior Management Tasks

Follow behavior plans and record data as required.

Effectively identify and respond to challenging behavior.

Handle behavioral emergencies according to protocols and agency policies.

Document and submit behavioral incidents within required timelines.

In the Community

Identify appropriate community activities for the individual's interests and needs.

Accompany individuals to appointments and community activities, ensuring safety.

Facilitate inclusion in community life, advocating as necessary to achieve inclusion. Teach community living skills, e.g. using the bus system and public transportation, money management, shopping, and appropriate behavior in the community.

In the Workplace

Attendance at the assigned work site is mandatory and in emergencies, arrange for a substitute when unable to work scheduled shift.

Pursue opportunities for training and professional growth and share information and skills with others.

Interact professionally and collaboratively with clients, supervisors, coworkers, and other agency representatives within and outside of the agency.

Maintain professionalism including client, coworker, and agency confidentiality.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualifications listed below are representative of the minimum knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be 18 years of age or older. Formal or informal experience working with individuals with disabilities is preferable. Must be dependable and reliable. Must be available to complete training within established schedule and timelines.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical strength for lifting, pushing, pulling, bending, stooping and reaching. Ability to function with minimal supervision and coaching within the responsibilities of the job description. Serious errors or lack of effective problem solving may endanger the health and safety of individuals or staff. Ability and capacity of thwarting physical aggression directed towards self or others using redirection and/or gradual guidance. Ability and capacity to assist individuals with physical disabilities, i.e. movement of wheelchair, transferring and lifting of individuals.

STATEMENT OF UNDERSTANDING: I have read the above position requirements. I assert that I meet the minimum requirements, I am able to perform the essential job functions and satisfy the expectation of regular attendance at the work site. I further understand that signing the job description does not constitute a written or implied contract of employment.

Signature _____ Date _____