

Capabilities, Inc.

Job Description Adult Day Support/Vocational Habitation Specialist

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| Reports to: | Karen/Bill Blumhorst, owners |
| Supervisor: | Karen/Bill Blumhorst, owners, Day Habilitation Manager |
| Internal Contacts: | Adult Day Support/Vocational Habitation Specialists, office staff, and managers. |
| External Contacts: | Client advocates, client families, DD staff, federal and state employees relating to clients, community members, and other involved agencies under the supervision of the owner(s). |
| Work Environment: | Habilitation facility and community. |
| Job Summary: | This position works directly with 1-12 assigned program adult clients to provide adult day support/vocational habilitation services to supervisor and/or assistant residents in all areas of programming in the habilitation setting and in the community. |

Essential Duties

Statements included in this position description are the essential duties of the position. However, Capabilities, Inc. can allow for specific accommodations when needed. Other non-essential functions may be assigned.

Overall Organizational Expectations

Commitment and Caring

1. Displays an overall commitment to the organization's mission, policies, and procedures, including the belief that all persons, regardless of disability, have a right to co-exist in the community.
3. Demonstrates caring and compassion to persons served.
4. Communicates in an open, candid, tactful, and consistent manner.
5. Respects and values the clients view and opinions.

Accountability

1. Practices effective self-time management and work ethic, including adequate attendance and punctuality.
2. Maintains confidentiality.
3. Follows through on commitment.
4. Maintains and submits all required documentation, reports and data in a timely, complete manner.
5. Maintains responsibility for the day to day operation of Capabilities, Inc.

Customer Service

1. Presents self and Capabilities, Inc. in a positive, professional manner.
2. Regularly seeks feedback and input from the client. Deals with clients complaints in a consistent, timely, and professional manner.
3. Continually strives to improve services, including participating in ongoing training and continued educational opportunities.

Specific Elements of the Job

Client Support

1. Implement adult day support and vocational habilitation training of clients in and outside of facility with ability to provide, assist and deliver supports and services to individuals with disabilities at Capabilities under the guidelines of OBDD.
2. Provide individual, systematic training and supervision to adults with disabilities as identified in participants Individual Service Plan.
3. Set up, work, and oversee work stations so that production is maintained.
4. Responsible for the quality of the work produced in the area and keeping an informational inventory of supplies required.
5. Provide access to and participation in typical activities and functions of community life including community exploration, companionship with friends and peers, leisure activities, hobbies, maintaining family contacts, and training and education in self-determination.
6. Provide assistance and teaching in all aspects of keeping the facility clean, tidy and safe.
7. Assist client in all aspects of skill building, teaching opportunities, and social development.
8. Physically assist clients in and out of wheelchairs as required, providing physical personal care services as necessary sometimes using specialized adaptive and assistive equipment and supplies.
9. Model positive behavior, good manners, appropriate dress, social interactions, and appropriate language.
10. Provide behavioral support and intervention as written in the behavior treatment plan, including physical intervention as trained and required.
11. Administer medications within legal guidelines.
12. Observe and report changes in health status.
13. Maintain First Aid, CPR and other required trainings such as MUI and Rights; attend additional trainings as requested by supervisor and funding sources.
14. Document, maintain and review confidential records of clients. Maintain client attendance records.
15. Observe and complete other documentation as required, including notes, monthly progress notes, and incident reports (including Major Unusual Incidents).
16. Provide transportation to clients to and from habilitation site.
17. Attend staff meetings team meetings, in-services, and other trainings/meetings as required.
18. Maintain accountability for habilitation funds, petty cash funds, and client's funds.
19. Communicate with clients using their primary language or other adaptive communication methods.
20. Assist residents in any and all activities which are designed to foster independence, personal community growth, social maturity and normalization.
21. Required to stay until relief arrives. Clients are never to be left unattended under any circumstances. A habilitation staff member is only released from duty when a relief staff member has been provided by the supervisor.

Advocacy

1. Attend Individual Educational Planning meetings to advocate for clients' needs and preferences.
2. Ensure clients are treated with respect and dignity reflecting their place as valued members of the community.
3. Act as liaison between clients, providers, and community members.

4. Assure that efforts are undertaken to implement the individual choices and preferences of each client assigned promoting their rights and autonomy.

Job Qualifications

1. At least 21 years of age with a four year bachelor degree or one year of full time experience in the vocational habilitation setting.
2. Ability to follow and carry out Individual Service Plans.
3. Cannot have been convicted of/plead guilty to any disqualifying offense listed in employee handbook.
4. Demonstration of excellent oral skills; effective written skills and documentation, and strong teamwork skills.
5. Demonstration of computer skills with Microsoft Word and Outlook.
6. Effective transportation to work sites and a valid driver's license with less than 4 points.
7. Effective means of communication between clients and staff.
8. Knowledge of varying disabilities.
9. Cheerful, positive person who does their job with enthusiasm and exhibits this to their client, co-workers, and owner(s).
10. Physical ability to stand for up to 2 hours at a time, physical ability to complete work day that includes being on feet most of the day, walking, standing, sitting, lifting, pushing, and pulling items weighing 50+ pounds, ability to administer CPR if needed, ability to lift 50+ pounds. Ability to transfer clients in and out of wheelchair and vehicles. May be exposed to virus, blood-borne disease, body fluids and waste.
11. Pass physical examination and 2-step tuberculosis (TB) clearance and annual single step thereafter, satisfactory criminal conviction record check meeting SB 160 rules and any disqualifying offenses, not listed on abuser or nurse aide registry.