

# CARE EDISON LLC

## JOB DESCRIPTION

**Job Title:** Habilitation Training Specialist (HTS)  
**Department:** Group Home/ DLS  
**Reports to:** House Manager  
**FLSA Status:** Non-Exempt  
**Preparation Date:** March 3, 2021  
**Reviewed By:** Executive Committee  
**Approved By:** Executive Committee

### SUMMARY

The Habilitation Training Specialist (HTS) is immediately responsible in carrying out all job responsibilities associated with direct care to the Service Recipient(s) on a daily basis. The House Manager, with the consent of the Program Coordinator, may delegate responsibilities to the HTS.

### ESSENTIAL DUTIES, RESPONSIBILITIES and EXPECTATIONS

**Encourage and practice the following critical competencies: organization and priority setting, flexibility, two-way communication, teamwork, relationship building, valuing diversity, developing self and others, critical thinking and judgment, and technical expertise.**

*Expectation: Commitment is consistent and positive*

*The performance of the following will ensure compliance with the essential duties, responsibilities and expectations necessary to fulfill the above:*

Trains and documents habilitation goal as in the individual plan and in accordance with the implementation strategy.

Assist in preparation of meals for the service recipient and follow diet plans if required by individual program.

Administer the service recipient his/her medication in accordance with M.A.T standards and as directed by a physician.

Must follow Service Recipients Behavior Support Plan (BSP) and complete the required documentation.

Keep the home of the service recipient clean and free of any hazards at all times.

Attend all meeting, in-services, and classes that are required by Innovative Home Care Foundations and DDSD.

Be an advocate for the service recipient and report any violations to the PCA.

During travel make sure the service recipient and you wear seatbelts.

Any incident reports need to be completed and turned in to your supervisor or program coordinator the day of the incident.

Participate with all staff in formulating and implementing all matters pertaining to the operation of the home and the Service Recipient(s) progress.

Actively participate in staff meetings, workshops and special meetings on such details as may be required.

Discharge delegated responsibilities and report at staff meetings on such details as may be required.

Be an advocate for all Service Recipients(s).

Document on proper forms all activity pertaining to the welfare of the home or Service Recipient(s) in the following areas:

- A. Service Recipient visitor movement to or from home
- B. Unusual incidents involving Service Recipient(s), staff or other persons affecting the home.
- C. Seizures, accidents, or other medical emergencies.
- D. Noticeable changes in the Service Recipient(s) conduct, either positive or negative, in the daily log.
- E. All necessary forms pertaining to the Service Recipients(s) programs.

Provide activities or programs for the Service Recipient(s) when they are home.

Organize, supervise and interact with the Service Recipient(s) in their daily active treatment program.

Transport the Service Recipient(s) to community activities

Know and follow emergency home procedures for fire, tornadoes, accidents, or other serious incidents affecting the Service Recipient(s).

Assist guardians/parents in understanding and working towards implementing the normalization principal when in contact with the Service Recipient(s).

Maintain the quality of the home by taking the initiative in cleaning of the home, property and grounds when needed or required.

Fill out and maintain time sheets according to agency Policies & Procedures and the budgeted hours at work site. Submit time sheets to the administrative office by 10:00 am on each due date.

Fill out and maintain Mileage Reports accurately, according to agency Policies and Procedures, and ensure these are prepared correctly in accordance with the work site budget, and are turned in to the administrative office on the first of the month.

Any other duties assigned by PCA, PC, or other management personnel.

### **SUPERVISORY RESPONSIBILITIES**

There are no staff supervisory responsibilities with this position. H.T.S does supervise the recipient that they are assigned.

### **QUALIFICATIONS**

Candidates for this position must be at least 18 years of age and have a combination of education and experience necessary to meet the expectations required and the responsibilities as outlined.

### **LEADERSHIP, CHANGE MANAGEMENT and PERSONAL EFFECTIVENESS**

Demonstrates ability to proactively identify, diagnose and creatively resolve problems.

Demonstrates the ability to use effective communication skills.

Demonstrates compliance to confidentiality/privacy standards as required by the agency and law.

Demonstrates a strong self-initiative and self-motivation.

Demonstrates effective time, organizational and prioritization skills.

Demonstrates team skills and respects differences.

Demonstrates a strong self-initiative and self-motivation.

### **EDUCATION and/or EXPERIENCE**

High School Diploma or Equivalent.

**LANGUAGE SKILLS**

Ability to effectively present information and to respond to questions (supervisors, consumers, stakeholders, the board of directors and the general public).

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts and draw valid and accurate conclusions.

**OTHER QUALIFICATIONS**

Compassionate and tolerant of a wide variety of people.

Satisfactory completion of background check (OSBI, Drug Testing & previous employment references)

**CERTIFICATES, LICENSES and/or REGISTRATIONS**

Possession of a valid Oklahoma Driver's License, current vehicle insurance verification and vehicle to drive to and from work.

**TRAINING**

Foundations, ETL1 (first 30days), IHCF Employee orientation, First Aid and CPR (before working in home), M.A.T (before giving meds), ETL2, Ethical & Legal, Communications, Connections, Nuts & Bolts, Skill building, HD1, HD2, and Individual specific training (IHCF will send you to training. Training is mandatory to keep position)

**PHYSICAL DEMANDS**

**Includes Standing and Walking/Bending/Carrying/Lifting/Hand/Finger Dexterity/Kneeling/Vision/Hearing**

**Sedentary \_\_\_ Light \_\_\_ Medium \_\_\_ Heavy \_\_\_ Very Heavy \_\_X\_\_**

Standing and walking: Must be able to walk/stand up to 90% of time.

Bending: May bend several times in order to meet the needs of the service recipient.

Carrying: May carry up to 50 pounds. May move equipment (average push force 20 pounds).

Lifting: May lift several times to meet the needs of the service recipient.

Pushing: Minimal.

Reaching: Several times in order to meet the needs of the service recipient.

Hand/finger Dexterity: Minimal May apply pressure with hands.

Kneeling: May kneel in order to meet the needs of the service recipient.

Vision: Must be able to see in order to read and write.

Hearing: Must have hearing sensitivity aided or unaided.

**ENVIRONMENTAL CONDITIONS**

Moderate exposure to hazardous risks, including potential for exposure to infections and communicable diseases, blood and body fluids, electrical equipment, chemicals, such as alcohol and Clorox. Must follow universal safety precautions. Contact with adults who may exhibit physical, behavioral outbursts related to a mental health condition.

**SECURITY**

Adheres to the agency’s policies and procedures including HIPAA, Privacy, Confidentiality, and Conflict of Interest.

**SUPERVISION RECEIVED**

The H.T.S is hired by Human Resources and supervised by the HM and PC.

My supervisor and I have discussed the details of my job description, and I fully understand my job responsibilities. I also understand the need to be flexible with change, that there may be additions or deletions to my present job description. If I have any additional questions or concerns, it is my responsibility to bring it to the attention of my supervisor,

\_\_\_\_\_  
**Employee’s Signature** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**PC** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Senior PC** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**HR Director** \_\_\_\_\_  
**Date**

**Disclaimer**

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The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.