



Job Description

Exempt: **Non-Exempt: Yes**

Title: Day Habilitation Instructor

Reports To: Day Habilitation Manager

Department: Day Habilitation

Effective Date: October 25, 2018

JOB SUMMARY

Provides direct training to adults with severe and multiple disabilities in daily living skills, mobility skills, communication skills, and community integration, keeps records, as well as develops and implements individual service plans.

ESSENTIAL JOB DUTIES

1. Evaluates functional level, develops and implements individual service plans.
2. Ensures that instructional areas are clean and that safety precautions are observed.
3. Supervises individual self- administration of medications and adhere to all applicable EMPLOYABILITY and DBHDD Policies.
4. Transports persons served to and from the center on a daily basis and to community sites using facility vehicle. (Includes wheelchairs and wheelchair lift.)
5. Provide a structure class and positive interaction during training sessions.
6. Keep individuals served who are incontinent clean and dry, changing disposable undergarments and clothing as necessary.
7. Enters all daily performance of each individual into Therap by end of the week and forward an email to Manager for confirmation or status.
8. Works individually with the person served in improving mobility, daily living, communication skills, self-direction and community integration.
9. Performs prescribed therapeutic exercises and positioning, Gastrostomy tube feeding, serving meals, and feeding persons served.
10. Complete daily tracking.
11. Reports concerns and issues to Supervisor, case manager, Health and Safety Coordinator by email, phone or in person.
12. Maintains ongoing communication with Case managers of Individuals served.
13. Additional duties as assigned.

COMPETENCIES

1. Experience: One year's related experience working in Rehabilitation Centers, Medical facility, or programs for adults with developmental disabilities.
2. Knowledge of:
 - a) Good oral, written, and auditory skill, to effectively communicate with persons receiving services and other stakeholders.
 - b) A wide variety of programs and resources to effectively meet the needs of people who have developmental disabilities



Job Description

- c) Basic methods of evaluating, developing, writing, and implementing comprehensive plans for individuals who have developmental disabilities.
- d) Hygiene, health, and safety factors.
- e) Information technology System and Application.
- 3. Skill at:
 - a) Must be able to relate positively to individuals with disabilities.
 - b) Must be knowledgeable of body mechanics, pivot transfers.
 - c) Must have ability to provide care and training to persons with developmental disabilities, to follow procedures; and to work effectively with others.
 - d) Must have the ability to learn, adapt, and apply principles and technique of behavior management; to carry out instructions and implement programs plans and exercises recommended by a multi-disciplinary team.
 - e) Must be able to multi-task.
 - f) Strong discretionary and ability to follow procedure.
 - g) Must be proficient in Microsoft Excel and Microsoft Word software products.

MINIMUM QUALIFICATIONS

- 1. High school diploma or equivalent.
- 2. Must have current Certified Nursing Assistant (CNA) certification.
- 3. Minimum of 1-3 years of full-time paid work experience in similar professional environment.

PREFERRED QUALIFICATIONS

- 1. Experience with THERAP database system.

JOB REQUIREMENTS

- 1. Must have valid driver's license and current insurance.
- 2. Must be able to obtain C.P.R. and First AID.
- 3. Must be flexible.
- 4. Must consent to background investigation (motor vehicle report included) and finger print.
- 5. Working Conditions:
 - a) In and out doors in all-weather
 - b) Cold and hot temperatures.
 - c) Loud noises, occasionally.
- 6. Equipment Operation:
 - a) Hoyer lift, computer, van, radio and a variety of electronic and communication devices
- 7. Physical Requirement:
 - a) Excellent health, able to lift, turns and position persons served on mat and changing table.
 - b) Reposition persons served.
 - c) Push a wheel chair and pull a wheel chair at the same time.
 - d) Must be able to lift up to 50lbs. stands for long period.
 - e) Must be able to bend, reach and squat.
 - f) Physically capable and able to assist lifting persons served.



Job Description

8. Other Requirements: Must successfully pass criminal background check, reference checks, education verification, drug test, physical exam, drivers' license and proof of insurance.

SALARY/BENEFITS

Salary is commensurate with education, qualifications, and work experience. Benefits include paid holidays, vacation and sick leave, and a comprehensive benefits package.

APPLICATION DEADLINE

Position considered open until filled. Background investigation and finger printing will be required. This job description is a temporary guide, subject to change at the discretion of management. The incumbent may be required to perform any other related duties as required by the supervisor. If you are employed after hours with a job other than EMPLOYABILITY, please contact Human Resources to complete the required form.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____