



## Job Description

**Exempt:**

**Non-Exempt:** Yes

**Title:** PT Day Habilitation CNA Direct Support Professional

**Reports To:** Day Habilitation Manager

**Department:** Day Habilitation

**Effective Date:** July 1, 2019

### JOB SUMMARY

Provides direct care to adults with severe and multiple disabilities, keeps records, assist persons served in all areas of daily living.

### ESSENTIAL JOB DUTIES

1. Maintain cleanliness of instructional areas and insures that safety precaution are observed.
2. Supervises consumer self-administration of medications and adhere to all applicable EmployAbility and DBHDD Policies.
3. Transports individuals to community sites using facility Vehicles. (Includes wheelchairs and wheelchair lift)
4. Provide a structured class and positive interaction during training sessions.
5. Works individually with the individuals in improving mobility, daily living, communication skills, self-direction, and community integration.
6. Keep individuals served who are incontinent clean and dry, changing disposable undergarments and clothing as necessary.
7. Assist instructor in the implementation of programs, including serving meals, feeding persons served, perform Gastrostomy tube feeding and prescribed therapeutic exercises and positioning.
8. Complete daily tracking
9. Reports concern and issues to Supervisor, Case manager, Health and Safety Coordinator by email, phone or in person.
10. Enters all daily performance of each individual into Therap by end of current Month.
11. Maintains ongoing communication with Case Managers of individuals served.
12. Additional duties as assigned.

### COMPETENCIES

1. Good oral, written, and auditory skill, to effectively communicate with persons receiving services and other stakeholders.
2. A wide variety of programs and resources to effectively meet the needs of people who have developmental disabilities
3. Hygiene, health, and safety factors.
4. Must be able to relate positively to individuals with disabilities.
5. Must be knowledgeable of body mechanics, pivot transfers.



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6. Must have ability to provide care and training to persons with developmental disabilities, to follow procedures; and to work effectively with others.
7. 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.
8. Must be able to multi-task.
9. Strong discretionary and ability to follow procedure.
10. 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.

### **PREFERRED QUALIFICATIONS**

1. Experience with THERAP database system.
2. Minimum of 1-3 years of full-time paid work experience in similar professional environment.

### **JOB REQUIREMENTS**

1. Valid Georgia Driver's License
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 printing.
5. Working Conditions: In and out doors in all weather, cold and hot temperatures. loud noises, occasionally.
6. Equipment Operation: Hoyer lift, computer, van, radio and a variety of electronic and communication devices.
7. Physical Requirements:
  - a) Excellent health; able to lift, turn 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.
8. Other Requirements: Must successfully pass criminal background check, reference checks, education verification, drug test, physical exam, drivers' license and proof of insurance.
9. Additional duties as assigned.

### **SALARY/BENEFITS**

Salary is commensurate with education, qualifications, and work experience. No benefits since this is a part-time position.



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### 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: \_\_\_\_\_