

ROSE-MARY CENTER

JOB DESCRIPTION

Job Title: Habilitation Assistant

Job Date: Revised 06/2005

BASIC FUNCTION:

Under the general direction of the Group Home Administrator and immediate supervision of the House Manager, the Habilitation Assistant cares for and directs the habilitation programs for the residents in all living areas in any group home, in accordance with each resident's Individual Habilitation Plan (IHP) and within the parameters of the policies and procedures of Rose-Mary Center.

RESPONSIBILITIES:

Provides routine care and instruction to the residents in activities of daily living in the sub domain areas of personal (i.e., grooming, hygiene) domestic (i.e., bed making, vacuuming) and community (i.e., safety at home, travel training).

Provides instruction and guidance through daily interactions and appropriate role modeling, as well as through formal programming, in areas of communication and social behavior, including human sexuality.

Assists with residents Self-Medication Program (i.e., assure/supervise the residents in receiving and taking their medication); is responsible for recording all relevant data; obtains and monitors vital signs of residents participating in the self-med program as needed.

Counsels and acts as a surrogate parent regarding interpersonal relationships and moral responsibility; refers emotional problems of a complex nature to the House Manager or Program Specialist.

Implements and documents programs per each Individual Habilitation Plan; record keeping may include daily behavior logs, unusual incident reporting, reporting of medication effects, seizure logs, IHP and IPP incident reports, etc.

Participates in interdisciplinary team meetings; prepares and presents factual, observable and measurable data concerning resident's programs and behaviors.

Transports and accompanies residents going into the community for medical, personal, recreational, vocational and social activities.

Performs housekeeping (i.e., cleaning of equipment, bedrooms, kitchen, etc.), and meal preparation (i.e., prepares and serves meal) duties as assigned by the House Manager.

RESPONSIBILITIES (cont'd) :

Records residents progress both in writing and verbally. Communicates openly and honestly with parents, relatives, and guardians of residents. Takes care to ensure integrity in maintaining privacy and confidentiality in matters relating to client records and the community at large.

WORKER CHARACTERISTICS:

Demonstrates interest in and alert care of the residents under their supervision (abusive or neglectful treatment of the residents is not tolerated).

Show willingness and ability to work with House Manager and other staff members in a cooperative team approach manner.

Knowledge of and ability to communicate with developmentally disabled, disoriented and emotionally disturbed persons; has ability to express residents progress or behaviors both in writing and orally.

Knowledge and ability to communicate openly and honestly with parents, relatives and guardians of residents.

JOB REQUIREMENTS:

Must be a high school graduate or the equivalent.

Must have demonstrated adequate writing and verbal communication skills.

Must have a valid Ohio driver's license.

Must have a cooperative, caring nature, good moral character and able to work in stressful situations in a calm therapeutic manner.

Must demonstrate interest in and alert care of the residents under their supervision with the full realization that abuse or neglect in any form will not be tolerated.

Must demonstrate willingness and ability to work in a cooperative team approach manner.

Must be able to learn safety practices, grooming techniques, cleaning and sanitizing methods, skills in operation of home-type laundry, cleaning and cooking equipment, household grocery shopping.

Must be able to learn basic medical terminology, elements of basic mental retardation, terminology used and programs and services. Must be able to learn elementary human development programs and terminology, as well as basic evaluation, observation techniques, programs, etc.

Must be able to develop knowledge of, and the ability to communicate with, developmentally disabled, disoriented and emotionally disturbed persons.