

JOB DESCRIPTION

JOB TITLE: HABILITATION TRAINING STAFF
DEPARTMENT: COMMUNITY SUPPORTS RESIDENTIAL
WAGE CATEGORY: HOURLY / NON-EXEMPT
REPORTS TO: PROGRAM COORDINATOR

JOB SUMMARY:

Provide people with diverse support needs training and assistance in such as daily living skills, leisure/social activities, personal hygiene skills, social skills and vocational skills, etc. This is an hourly paid position. (Non-exempt)

ESSENTIAL JOB FUNCTIONS:

1. Train, guide or assist in personal hygiene, clothing care, mobility, taking medications, managing money, meal planning/preparation, household care, communication, community participation (religious, political, recreational, etc.), health maintenance (nutrition, medical/dental appointments, physical exercise, immunizations, etc.), safety skills and human relations.
2. Coordinate or provide instruction in vocational skills. Identify areas where assisted techniques may be useful at a job site. Develop and utilize natural supports to integrate the person into the work environment. Report progress to individual's Team to develop vocational activities when job placement is not appropriate. Document and maintain task analysis for job placement/assessments, billings and vocational profiles.
3. Assist in achieving maximum potential toward self-determination. Encourage independence and inclusion regardless of community, social or vocational circumstance. Participate in the identification of strengths, interests and needs of the person to ensure maximum development and goal attainment. Interact to promote self-esteem, confidence and morale as well as ensuring the happiness and well being of each person served.
4. Work cooperatively with all employees, service providers, professionals, guardians, and families. Represent HOH in a positive manner. Conduct yourself in a manner becoming of a role model. At all time treat people, co-workers, professionals with respect and dignity.
5. Report to the Program Coordinator and document incidents when the individual receiving services is awake during sleep hours. In the case this individual stays awake during all sleep hours, you should report this so that relief staff can be called in to provide care. Sleeping while the individual is awake is not permitted.
6. Document and report any accidents, medical issues or behavioral incidents that affect the health, welfare or self-respect/dignity of the individual. Report suspicion of rights violations, financial exploitation, neglect, or abuse by calling the Abuse Hotline.
7. Will provide transportation to work, therapies/health appointments, leisure or social activities using public transportation, HOH provided vehicles or personal vehicle.

8. Maintain the cleanliness and safety of the environments for which you are responsible. Report repair or maintenance needs to the House Manager or Program Coordinator. Report any and all safety concerns to the EHSRM Director.
9. Maintain the confidentiality of all information, oral or written, unless authorized to release information in accordance with applicable laws and policies.
10. Report and document any injury that you sustain while on the job to your supervisor and Medcor or the Human Resource Director immediately.
11. Willing to work at multiple or various locations when business needs call for such.

CORE VALUES:

Client Centered Care: We are committed to making all decisions and performing all actions with the well-being of our clients as our primary focus, and to always putting our clients' interests ahead of our own.

Accountability: We take personal responsibility, as an organization and as individuals, for our actions, hold each other accountable, and expect to be held accountable at any point throughout the year for our decisions and actions.

Respect: While keeping the focus on the needs of our clients, we also commit to demonstrating mutual respect in communication and actions so that a positive environment for everyone is maintained.

Excellence: We are committed to using established best practices, to evaluating effectiveness of our efforts, and to demonstrating a willingness to change current practices at any point based on evidence that change is needed.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

- High School Diploma or equivalency; minimum age 18
- No experience necessary
- Criminal arrest checks will be conducted through the OSBI, and person with a felony conviction will not work for HOH without issuance of exception by Oklahoma Department of Human Services.
- Working home phone or cell phone
- Valid OK drivers license; current automotive insurance; dependable transportation; availability to operate vehicle during day/night
- Must be able to work a flexible schedule on a day to day basis.
- First Aid/CPR Training (Required). This will include all aspects of completion with compressions on the floor or ground.
- Require pre-employment, random, post accident and reasonable cause drug screens.
- Willing to work schedules based on individual client needs.
- Expected to learn and follow the Individual Plan (IP) of each client.

JOB KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to lift 50-70 pounds with and/or without accommodation.
2. Ability to push/pull 50 pounds.
3. Ability to walk at an efficient rate of speed.
4. Must have good communication skills and be able to teach in a variety of settings.
5. Must be mentally and physically capable to perform the duties of the position.
6. Ability to understand oral and written instructions.

