

POSITION: DAY HABILITATION ASSISTANT

CLASSIFICATION: Non-Exempt (Hourly)

REPORTS TO: Day Habilitation Manager

SHIFT: 8:00AM to 4:00PM (Monday to Friday)

DATE UPDATED: June 10, 2016

The Day Habilitation Assistant will provide quality services and supports to adults with developmental disabilities. To participate in typical community life in a variety of settings such as socialization, relationship building, communication, citizen skills, self-advocacy, volunteer activities and community integration.

GENERAL DUTIES:

1. Assist the consumer to identify desired activities throughout the day and actively help the consumer accomplish them.
2. Know the consumers they support well (i.e. likes, dislikes, preferences, choices, interests, needs, etc.)
3. Communicate effectively with community members and staff to accomplish the consumers' desired outcomes.
4. Contribute in developing purposeful activities that meet the consumers' definition of a meaningful day.
5. Providing supports for volunteer activities, offering information and coaching to community members to support the consumers' success.
6. Participates as a member of the Interdisciplinary Team (IDT) by attending meetings relating to consumers
7. Responsible to implement meaningful activities (i.e. cultural events, rodeo/fairs, socialize with friends, Special Olympics, shopping, vacation etc.) according to the consumers' outcomes and choice of activities.
8. Is responsible for implementation of therapy, health plans, behavior support plans, and other risk management plans, if applicable.
9. Required daily to document and submit "Time-In & Out" on daily activities and outcome implementation.
10. Assist the Day Habilitation Instructor in completing the Person-Centered Assessments of consumers to determine consumers' strengths and needs to justify the service
11. Required to report incidents of abuse, neglect, exploitation, environmental hazard, and/or suspicious injury to ensure the safety and well-being of the consumers and submit within 24-hours.
12. Day Habilitation Assistants will attend all required staff meetings and trainings as scheduled. Contribute and promote improvement.
13. Interact, supervise and assist consumers during activities to promote physical and emotional well-being.
14. Teach consumers' of their safety skills regarding traffic lights/signs, wearing seat belts, using rails, walker, wearing helmets, and the difference between hot and cold.
15. Responsible to know the individuals' overall health, medication, therapy services and personal preferences.
16. Reporting and documenting all required reports in a timely manner. (Body Checks, bowel movement charts, tooth brushing and water charts, behavior support tracking, vital signs, glucose monitoring, weight charts).

17. Day Habilitation Assistants are responsible to provide supports and assistance with medication in accordance with CCRC Medication and Health Policy, New Mexico Board of Pharmacy Regulations and DDSB Medication Assessment and Delivery policy.
18. Assist and support consumers to develop a monthly activity schedule according to their choice of activities.
19. Complete and submit CCRC Nurse Assessment; and implement prescribed treatment plans for consumers during an illness until discontinued.
20. Prior to operating a CCRC vehicle, Day Habilitation Assistant will conduct the vehicle inspection procedure to ensure vehicle is safe to operate.
21. Using the communication log, Day Habilitation Assistants are responsible to complete a proper shift exchange at 8:00am and 4:00pm with the employment services and community living program.
22. Assist and support athletes who compete in Special Olympics.
23. Any other duties as assigned.

PHYSICAL DEMANDS:

Physical demands must be met by the employee to safely perform the essential functions of this job. This position requires regular communication, long periods of standing and walking. The employee will be required to lift and transfer consumers of over 100lbs. This job requires reading and writing skills.

QUALIFICATIONS:

1. High School Diploma or GED (AA Degree preferred).
2. Employee Abuse Registry Clearance
3. Must pass Caregivers Criminal History Screening Clearance
4. Valid Driver's license.
5. Able to lift 100 pounds and be in good physical condition.
6. One year working experience with Developmentally Disabled population or Human Services related training.
7. Bilingual (Navajo/English) preferred.

SALARY RANGE: \$16,910.40 - \$33,120.00 depending upon qualifications.