



JOB TITLE: Habilitation Specialist

DEPARTMENT: Habilitation Department

LOCATION: 2160 Old Selma Road

NORMAL WORKING HOURS: 12pm to 8:30pm

REPORTS TO: Habilitation Executive Manager

POSITIONS SUPERVISED: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Facilitates the implementation of functional adult education courses, e.g., language development, reading, writing and/or daily living skills, e.g., grooming, hygiene, laundry, nutrition and/or vocational skills, e.g., job readiness, job seeking/keeping to DD individuals; plans, organizes and implements programs compatible with individuals' Individual Plans (IP's); selects and prepares teaching materials; travels to individual's home to provide program services as required; plans, organizes and implements community integration activities as per individual preferences, e.g., visit a variety of businesses, use a variety of transportation vehicles.
2. Prepares individual or class lesson plans; observes, evaluates, assesses and records individuals' behavior and developmental progress; develops, analyzes and updates individuals' Individual Plans (IP's).
3. Keeps and maintains required program records, e.g., attendance, incidents, training received; prepares budget requests; purchases supplies; accounts for all transactions.
4. Participates as a member of the inter-disciplinary team; interacts with other team members, individuals, families, guardians to discuss individual's problems and progress desires; assists with development and maintenance of IP's in agencies and in the community.
5. Attends and may conduct meetings and in-service training sessions as required; acts as resource and referral person to individuals and parents; performs other related duties as required, e.g., lifting, carrying and moving individuals.

QUALIFICATIONS / REQUIREMENTS:

1. Strong leadership skills
2. Satisfactory Physical Examination including Work-Related Lifting Test after Offer-of-Hire
3. Negative Results of a Two-Step Mantoux TB Test and Drug Screening.
4. Satisfactory Results of Local and State Records Background Check.
5. Valid State Driver's License.

EDUCATION/TRAINING/EXPERIENCE:

1. Bachelor's Degree required; specialization in Social Work, Education, Psychology, Special Education, Human Development, or Vocational Rehabilitation preferred

POST HIRE REQUIRED TRAINING, CERTIFICATIONS, REGISTRATION, AND LICENSURE:

Acquire OD/DD Adult Services Certification; First Aid and CPR, Behavior Management, Infection Control, Lifting, Specific Job Duties, Hazardous Materials Training; Civil Treatment Training

RELATED FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Performs other duties as assigned in a team setting.
2. Maintains confidentiality.
3. Maintains the chain of command.
4. Demonstrates and maintains regular attendance per work schedule.
5. Maintains required certification training.
6. Provides accurate and timely records as required by the position.
7. Serves on various committees as appropriate.
8. Knows and adheres to personnel manual and department rules and regulations.
9. May work evenings and weekends.
10. May operate equipment including fax, telephone, computer, calculator, email and TDD