

SAMPLE - SUBJECT TO CHANGE

**BERKELEY CITIZENS, INC.
P.O. DRAWER 429
MONCKS CORNER, SC 29461**

Job Description

Habilitative Assistant

August 2004

Non –Exempt

As an employee of Berkeley Citizens, Inc. the Habilitative Assistant is employed at Berkeley Industries and shall perform duties in the care and training of assigned consumers with disabilities. The Habilitative Assistant is responsible to the Floor Supervisor and Team Leader.

- I Provide training related to increasing consumers' skills in the area of: meaningful work, socialization, self-help and activities of daily living in a variety of community settings:
 - 1. Implement objectives and recommendations as noted in Single Plan
 - 2. Document data during training sessions and tabulate data monthly
 - 3. Provide naturally occurring opportunities for consumers to learn
 - 4. Implement Behavior Support Plans, and document, as written
 - 5. Assess consumers and complete information for Team Meetings and annual Single Plan/Day Service Plan meetings, as assigned
 - 6. Report to the Program Manager the status of consumers' objectives, accomplishments, lack of progress, and any needed revisions or discontinuations

- II Conduct activities to ensure consumer safety and well-being:
 - 1. Perform the prescribed level of supervision and ensure consumer well-being
 - 2. Assist as needed (verbal prompts, hand over hand, physical assistance, 2 person lift, etc.) with consumers' daily living activities
 - 3. Complete incident/injury reports, accurately and legible
 - 4. Treat all consumers with dignity, respect and in an adult manner
 - 5. Perform lunchroom and transportation duty, and dispense medications as scheduled

- III Maintains facility and equipment to ensure consumer safety:
 - 1. Maintain storage of all contract and office supplies in a secure location (follow safety procedures for razors, scissors, chemicals, etc.)
 - 2. Report any needed repairs to facility, vans, equipment, etc. to Team Leader/Floor Supervisor
 - 3. Remove/identify/correct potentially dangerous items/situations (broken furniture, pallets, wet floors, etc.)
 - 4. Prepare contract materials for work and distribution
 - 5. Perform general housekeeping as requested

- IV Transportation
 - 1. Transport consumers to and from their work program, as assigned, and complete all required paperwork
 - 2. Transport consumers on community inclusion activities as planned
 - 3. Follow safe driving techniques

- V Conduct self according to Agency Policies and Procedures

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1. Maintain compliance with SCDDSN, ICF/MR, DHEC, Rehab Supports and DOL regulations and standards
2. Attend Single Plan/Day Service Plan meetings for assigned consumers, if requested
3. Complete time sheet and leave slips in an accurate and timely manner.
4. Maintain filing system as requested

Educational Requirements: High School diploma or GED and 18 years of age
or
21 years of age and 2 years of work experience in the
Human Service field

Tools & Equipment: Operate vans, floor buffer, washer/dryer, office equipment, etc.

Required Skills:

- Ability to perform a variety of tasks, often changing assignments with short notice
- Willingness to work flexible hours/locations during agency crisis or bad weather emergency
- Communicate professionally and effectively
- Accept constructive criticism
- Ability to work autonomously and as a team player
- Pass and maintain acceptable criminal background screenings
- Must have valid SC Driver's License and good driving record
- Successfully complete required training as stated in SCDDSN standards and agency policies
- Good written and oral communication skills
- Additional skills and physical abilities include: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, pushing, pulling, repetitive motions, fingering, grasping, talking, hearing, sense of smell, writing, reading, driving at night, simple math, and perform heavy work with assistance
- Subject to both indoor and outdoor environments and may be subject to temperature extremes of hot and cold conditions for short periods
- Subject to noise and hazards including the possibilities of physical assault, property destruction and infections
- Wear protective clothing to prevent infections
- Perform skills to diffuse volatile situations

Regular Hours: Full time 8:00am – 4:00pm Monday – Friday
40 hours per week and Flexible hours as needed for transportation, etc.

Part time 9:00am - 2:30pm Monday - Friday
27.5 hours per week and Flexible hours as needed

Substitute Monday – Friday
No guaranteed hours, will call as needed

I certify that I have read the above job description and understand the essential duties that I am to perform as a requirement of this position. I further acknowledge that I have received a copy of this job description for my personal records. It is my understanding that I will be evaluated on the performance of these duties at the conclusion of my first six months of employment and then annually thereafter.

EMPLOYEE SIGNATURE

DATE