



Community options, Inc.

JOB TITLE: HABILITATION TRAINING SPECIALIST

REPORTS TO: House Manager and/or Program Coordinator

Hourly Paid Position

ESSENTIAL JOB FUNCTIONS:

1. In a private home setting, provide an atmosphere appropriate to the clients needs.
2. Assume responsibility at the time each client is assigned to him/her by the Human Resource Manager.
3. Assure that the clients have opportunities to participate in community activities, including driving them to various places and staying with them.
4. Develop and maintain a daily roster and progress records on each client.
5. Provide specific training to the individuals based upon Program plans involving skills in household chores, money management, and other responsibilities.
6. Provide learning experiences, direction, and leadership for the clients, based on individual abilities, and assure that the "least restrictive environment" is available.
7. Work with Individuals to attain their personal goals.
8. Help arrange for visitors to visit the home and for clients to visit outside the home with family and friends. Keep in close contact with families and encourage their involvement in programming when appropriate.
9. Develop activities and situations within the home that encourage interaction and share in the fun of their social activities.
10. Provide day to day counseling for Individuals as needed.
11. Keep CONFIDENTIAL all information concerning the individuals and their families.
12. Participate in the IP meetings with DHS as required.
13. Must be willing to drive clients to appointments in and outside of residing community if needed.
14. Meet the state requirement of dispensing or assisting clients in medication therapy.
15. Must show up for work when scheduled. Excessive call ins or tardiness is not acceptable.
16. Must be flexible. House and location of worksite may change.
17. Responsible for filling out own paperwork and time card correctly.

REQUIRED QUALIFICATIONS AND SKILLS

1. Prefer 2 years experience working with the Developmentally Disabled.
2. Must be 18 years of age or older.
3. Must possess a valid Oklahoma Drivers License.
4. Successfully complete all training required by DHS, DDSD and Community Options, Inc. within a specified time frame.
5. Ability to see, hear, and speak clearly. Must be able to sit, stand and have the physical flexibility to be able to move throughout the day.

6. Must be able to handle and lift a minimum of 50 pounds.
7. Possess patience, tact and cheerful disposition.
8. Ability to handle and assist individuals at whatever mental and physical level they are currently functioning.
9. Good public relation skills.
10. Prefer a background in teaching and directing activities of disabled adults.