



Strategies to Empower People

Community Habilitation Specialist

Department: Independent Living/Employment Services

FLSA Status: Non-Exempt

Grade/Level: Instructor

Job Type: Regular

Work Schedule:

This position requires a flexible schedule based on the needs of the individual's supported and agency need.

Job Status: Full Time

Reports To: ILS/Employment Program Manager

Amount of Travel Required: 30 - 50%

Positions Supervised: None

POSITION SUMMARY

Provides instruction and support to adults with Developmental Disabilities in their homes and/or in community settings, and on job sites, while using Person Centered Active Supports principles and upholding the Supported Living Services principles and the agency philosophy, vision, and mission statements.

ESSENTIAL FUNCTIONS

Essential Functions Statement(s)

Teaching

- Assist in job development by making connections in the community with potential employers. Research potential job carving opportunities. Assist individuals in all aspects of employment development, including but not limited to filling out applications, dressing appropriately for interviews, resume preparation as other duties as needed. Support individuals in either Next STEP or Extra STEP program for those individuals without vocational goals.
- Teach and support the client(s) in the Competitive Integrated Employment (CIE) program and Paid Internship Program (PIP) at employment, volunteer, and post-secondary education sites. Act as a liaison for the client, their direct supervisor and the community at large.
- Provide highly customized trainings to individuals in the areas of employment, volunteer

placement, post-secondary education and community integration for individuals in the Tailored Day Services program.

- Ensure community exposure for individual by choosing appropriate community volunteer activities to increase job skills in absence of scheduled work.
- Assists individuals enrolled in Project Search, depending on their employment choice, to ensure successful outcomes for the individual. Ability to work collaboratively with San Juan School District, Kaiser Permanente, ACRC, and Department of Rehabilitation specifically to take direction and participate in all schedule trainings provided by Kaiser and Project Search teachers.
- Develop and follow individuals' job/activity schedule as set weekly/monthly.
- Learn and utilize new skills obtained through trainings, in-services, workshops, etc.
- Provide skills training for individuals (i.e., attendance, hygiene, specific job functions, money usage, community appropriateness, and interaction with co-workers and customers).
- Follow and assist in development of various teaching techniques and methods.
- Promote and teach self-advocacy, personal, domestic, medical, financial, social/recreational, communication, and behavior management skills to encourage and/or maintain independence.
- Teach and/or support in the management of client finances as described in the fiduciary policy, including but not limited to managing bank accounts, credit accounts, utility/household bills, and payee disbursements.
- Provide client with instruction and/or support in accessing generic community resources, such as Section 8, Medi-Cal, IHSS, Social Security, etc.
- Develop and follow a consistent training schedule of independent living skills with individual as determined by the Individual Service Plan (ISP).
- Will act as Vocational Support Professional (VSP) on job sites, volunteer sites, and in post-secondary educational settings to assist individual as needed. Will provide vocational support skills to assist individual to perform their job to their best ability. Will be required to fully understand individual's job expectations in order to assist them in meeting these expectations.
- Assess individual's job skills/job readiness to assist individual with job placement.
- Assist and support employer with health and medical needs (i.e., assisting with ordering medications/refills, scheduling and attending medical appointments, developing/maintaining Medication Administration Records, ensuring needed adaptive equipment is ordered/maintained, etc.).
- Assist and/or arrange transportation for individual, whether public or private, depending on individual needs.
- Actively work with individual toward meeting PSP/ISP goals as well as personal goals in their homes and the community.

Health & Safety/Crisis Support

- Provide intervention and continuous support during crisis situations using Pro-Act principles and practices and following any established behavior plan.
- Utilize Universal Precautions at all times while in individual's home, in the community, or in the

company office.

- Observe, identify, and report any decline in individual's health, problems with medications, health and safety issues, or any other condition that threatens the individual's ability to live independently.

Collaboration

- Respect decisions or views of client that may differ from personal views.
- Actively seek out assistance and/or advice from appropriate persons as needed to avoid unnecessary problems.
- Actively participate and assist the individual in the hiring and supervision of IHSS staff, as needed.
- Be an active participant in unit team.
- Attend all scheduled staff meetings, ISP/PSP meetings, Employment/ILS/Project Search meetings, and all other meetings requested by individual, supervisor, or Case Manager.
- Uphold by communication and action the company's Vision, Values, and Mission statement, and participate whole-heartedly in the effective day-to-day operations of the unit and the agency.
- Include appropriate people in decision-making process.
- Ask for help when needed.
- Treat all persons you contact during work hours with respect and dignity.
- Maintain a professional demeanor during any situation.
- Participate in individuals' assessments, as requested.

Regulatory

- Understand and teach individuals, when applicable, to locate and participate in the utilization of all Generic Resources (SSI, IHSS, food banks, CalAble, etc.) as required.

Communication/Reporting

- Will act as the liaison between the individual's place of work and S.T.E.P.'s Independent Living Skills Program Managers and Directors.
- Complete all required reports, schedules, and other required narrative, numeric, and statistical information accurately and submit correctly by scheduled due dates, including but not limited to, daily case notes, monthly progress notes, PSP/ISP reports, assessments, Special Incident Reports, monthly financial/medical logs, APS reports, Live-In Direct Support Professional Agreements, utilizing company database system, etc.
- Report to supervisor immediately any decline in individual's health, welfare, problems with medications, changes in behavior, and any condition that may threaten the individual's ability to live as independently as possible.
- Communicate pertinent information to clients regarding situations that are occurring in their lives, or that may impact their lives.
- Adapt communication style to the needs of the individual (Including the use of ASL or adaptive communication if applicable).
- Create and maintain Communication logs (also known as "blue books") for each assigned individual's home.

- Review and respond to voice mails, emails, and other means of messaging according to established agency protocols.
- Communicate professionally, accurately, and consistently with individuals supported, staff, supervisors, coworkers, case managers, medical professionals, families, conservators, payees, and any other stakeholders.
- Communicate with others in a professional manner and maintain a positive work environment.
- Actively advocate for individuals' rights, requests, concerns, etc., by communicating effectively with individual, Manager, and Regional Center.
- Respectfully communicate and explain all information and procedures with the individual(s) supported so that they can make informed decisions about all aspects of their life.
- Respect and maintain confidentiality regarding individuals supported and employees.
- Report any individual's requests for new roommate, staff, Facilitator, or any other expressed dissatisfaction with agency services to supervisor or Program Manager immediately.
- Report workplace safety issues, needed repairs, threats to individual or employees, potential liabilities, and other concerns to supervisor in a timely manner.
- Report any suspected financial, physical, sexual, emotional, or verbal abuse to any available supervisor immediately.
- Complete all necessary paperwork accurately and in a timely manner, including special incident reports, daily case notes, payroll timesheets, and medical/financial logs.
- Communicate professionally with supervisors, through verbal, sign language, electronic or written communication methods: changes with assigned clients, job related information, problems with individuals or co-workers, and ideas for improvements.
- Communicate pertinent information to individuals (i.e., schedules, job functions, needed improvements, holidays, expectations, upcoming events, affirmations, and time/money related information).
- Provide daily/weekly/monthly case notes by the appropriate due date.
- Provide information for ISP/PSP reports, as needed, by completing questionnaires and sharing information related to the individual's skills, needs, and goals.
- Complete Special Incident Reports within 24 hours of incident, as necessary.
- Report denial of individual's rights within 24 hours of incident, to supervisor, as necessary.
- Communicate professionally with job site supervisors, managers, employees, and customers at all times.
- Request any needed equipment (adaptive equipment, cleaning supplies, First Aid supplies, etc.) to supervisor in a timely manner.
- Respond to communication (email, text, written, verbal, in person, etc.) in a timely manner.

Agency Expectations

- Possess the willingness and ability to learn and utilize new skills and information gained during training, meetings, in-services, or workshops.

- Follow, adhere, and actively support S.T.E.P.'s principles and the agency Vision and Mission statements.
- Maintain professional dress and appearance at all times while working.
- Report any work-related injury or illness to Supervisor and Human Resources Director immediately.
- Maintain a positive work environment.
- Follow agency's internal grievance policy.
- Report to work on time and as defined by the schedule consistently.
- Notify and obtain approval from supervisor for any changes in schedule.
- Use feedback to improve performance.
- Practice good problem solving skills and the ability to make decisions in the absence of a policy.
- Work with limited supervision.
- Be punctual, flexible, adaptable, reliable, creative, patient, and self-confident.
- Other duties may be assigned based on the needs of the individuals supported, the team, and/or the agency.
- Adhere to all policies and procedures contained in the S.T.E.P. employee handbook.
- Access company software system for clocking in/out and communication per company protocol, regularly per shift.
- Maintain strict confidentiality regarding individuals' and employee information.
- Analyze difficult situations and use good judgment as to the appropriate course of action.
- Manage multiple tasks (could include projects, duties, responsibilities depending on needs of individual supported and/or agency) with minimal or no supervision.
- Report any instances of suspected abuse of any type or denial of individuals' rights immediately.
- Follow all company policies as well as, if applicable, ensure that Direct Support Professionals/IHSS staff are aware of and adhere to all company policies and procedures, including required training.
- Communicate all pertinent information to the appropriate person in a timely manner.
- Treat all people contacted during work with respect and dignity.
- Carry and use communication device, provided by company, consistently and responsibly, according to company policy and procedures.
- Report any work related injury or illness to the Human Resources Director immediately, following the appropriate manner of reporting.

- Consistently utilize proper procedure for time off requests or when unable to attend work.
- Be punctual, flexible, reliable, adaptable, creative, patient, self-confident, and trustworthy.
- Other duties as assigned.

POSITION QUALIFICATIONS

Competency Statement(s)

SKILLS & ABILITIES

Education: High School Graduate or General Education Degree (GED): Required

Experience: One year of Experience with Developmentally Disabled or related field, or college degree in related field.

Computer Skills: Computer knowledge/literacy required. Must be willing and able to learn new computer programs as needed.

Certifications & Licenses: Possess valid California Drivers license, current auto insurance, and reliable transportation, if applicable for the needs of the individual supported. Obtain and maintain at all times while employed by this agency, current CPR/1st aid certification, PROACT certification, and Person Centered Active Supports certification.

Other Requirements: Ability to read and write in English language and possess basic mathematical skills in order to perform essential functions. Must successfully pass post-employment drug screening and be cleared through HireRight background screening. Must possess safe, reliable vehicle that is registered and has current insurance. If applicable, possess American Sign Language skills in order to communicate effectively depending on the individual supported.

PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.
O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	C	Lift/Carry	
Walk	C	10 lbs or less	C

Sit	F	11-20 lbs	C
Manually Manipulate	C	21-50 lbs	F
Reach Outward	F	51-100 lbs	O
Reach Above Shoulder	F	Over 100 lbs	N
Climb	O		
Crawl	O		
Squat or Kneel	F	Push/Pull 12 lbs or less	F
Bend	F	13-25 lbs	F
		26-40 lbs	O
		41-100 lbs	N

Other Physical Requirements

WORK ENVIRONMENT

This position is done in a variety of settings, which could include the client's home, in the community, in medical/hospital environments, or outdoors in all types of weather. There is significant time spent in an automobile.

Work under extreme cold and heat, while working outdoors with individual(s). Work under conditions of extreme noise, while working with individuals during landscaping jobs. Work indoors and/or outdoors, dependent upon individual jobs. Work under mechanical/electrical hazards, while working with individuals. Work under conditions of explosive/fume hazards, while working with landscaping equipment, which requires gasoline. Work under conditions of chemical/toxic hazards, while working with cleaning/laundry supplies.

Project Search: Instructional class times are provided in a classroom situated on the site of Kaiser Permanente Hospital or at other locations, depending on each individual's personal choice of employment. Trainings may also be provided in the community as appropriate.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.