

EOC Economic Opportunity Council of Suffolk, Inc.

POSITION TITLE: DAY HAB WORKER FULL TIME /PT

PROGRAM OPWDD

REPORTS TO: DIRECTOR of OPWDD

MAJOR RESPONSIBILITIES:

Assist persons with developmental disabilities to develop skills necessary to become an involved, contributing member of the community at large and live successfully in the community.

DETAILED RESPONSIBILITIES:

- ◆ Promote self-advocacy and choice.
- ◆ Help consumers make informed choices.
- ◆ Assist consumers in achieving his or her habilitation goals.
- ◆ Keep consumer's aspiration on the focal point of their actions.
- ◆ Promote self-determination and community inclusion.
- ◆ Take all reasonable steps to ensure the health and safety of the consumer.
- ◆ Schedule and participate in the Habilitation Plan meeting at least every six months.
- ◆ Provide hands-on service as highlighted in the Habilitation Plan.
- ◆ Maintain a Habilitation record for each consumer.
- ◆ Keeping ongoing progress notes on individual clients and their overall day.
- ◆ Work in conjunction with case managers reporting any behavioral problems or reportable incidents.
- ◆ Assist consumers with all documentation relating to the ISS grant

QUALIFICATIONS:

- ◆ Computer knowledge, including but not limited to Windows, Microsoft Office.
- ◆ Knowledge of general office procedures and organizational skills.
- ◆ Ability to work as part of a team with co-workers and other colleagues as necessary.
- ◆ Cultural sensitivity and the ability to relate/work with diverse groups, community agencies, schools, and the general public.
- ◆ Strong organizational skills with a focus on detail.
- ◆ Ability to follow directions and communicate well (orally and in writing)

EDUCATION/TRAINING/EXPERIENCE:

High school diploma or equivalent, Associate degree in health or human service field, and one year of experience working with people with a developmental disability.

CATEGORY:

❖ **NON-EXEMPT**

I have read and understand job description.

Employee Print name: _____

Date: _____

Employee Signature Required _____