

Residential Support Services
Job Description
3.19.14

Direct Support Professional
(Habilitation Technician I)

Preferred:

1. High School Diploma/GED
2. At least one year's experience in the Human Services field
3. One to two years of continued education beyond High School
4. Current certification in CPR/1st Aid
5. Current Medication and Epilepsy certification (State of Montana Med Test)
6. Current MANDT certification
7. Skill acquisition training/behavior management training
8. Valid Montana Driver's License
9. Insurability under RSS insurance

Chain of Command:

- Executive Director
- Director of Habilitation
- Group Home Manager (Direct Supervisor)
- Lead Staff (Direct Supervisor)

Positions Supervised:

None

Salary Range:

\$10.50 per hour

Hours/Days of Work:

Varies

Summary of Duties:

Under the general supervision of the Group Home Manager/Lead Staff, the work involves a variety of tasks focused upon assisting individuals in the group home achieve their maximum potential and independence in their lives. This position is responsible to ensure that all client care is completed during his/her shift. The position will be required to assist all clients' with their personal care, medication assistance, meal preparation, bathing, along with the completion of all paperwork, required and incidental. This position assists the Group Home manager/Lead Staff in meeting the medical needs of each individual within their assigned group homes promptly. Attendance PSPs is voluntary, however, in certain situations attendance may be expected.

Revised 3.19.14

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I. Person Served Training:

- A. Protects the rights of persons served according to RSS and the State of Montana policies and reports all violations as required by policy.
- B. Participates in developing, implementation and data collection of training programs assigned to each individual within the group home.
- C. Assists Group Home Management with the completion of assessments and the summaries of each assessment as assigned by the Group Home Manager.
- D. Participates in the development of individualized training programs, behavioral intervention plans and daily schedules.
- E. Provides supervision of individuals living in the home that advocates independence and self-determination that supports the individual's dignity and enhances the persons place in the community.
- F. Follows the daily schedule and protocols for each individual within the home.

II. Person Served Care:

- A. Ensures that each resident in their group home is receiving adequate medical, dental and other special services as required by the individual's situation. Informs Group Home Manager/Lead staff of concerns noted about the individuals they are working with. When requested will take individual to scheduled appointments. Seeks appropriate medical/dental care when emergencies arise, provides support to the individual during emergency situations.
- B. Provides appropriate recreation/leisure activities to the individuals in the home. Also ensures that all recreation and leisure activity is recorded as required by corporations and/or DD contracts.
- C. Administers/monitors the administration of medication for each individual in the group home. Ensures that the appropriate information is documented and that medication counts are conducted and recorded as required by RSS or State of Montana policies.

III. Reporting/Record Keeping:

- A. Participates as directed by Group Home Manager/Lead Staff
 - 1. Monthly evacuation drills (required for the weekends). Documentation is completed and submitted to the Group Home Manager.
 - 2. Ensures that inventories of consumer personal items is completed at least annually as directed by the Group Home Manager.
 - 3. Ensures that quarterly report information is available for the Group Home Manager and if required works with the Manager to complete the appropriate sections of the quarterly report.

4. In cooperation with the Group Home Manager, ensures that the home, furniture and yard are kept in good repair according to the health and safety standards and assists with arranging repairs or maintenance when needed.

IV. Additional Duties:

- A. As directed by the Group Home Manager, completes monthly Safety/Sanitation checklists, monthly vehicle checklists and reports problems or concerns to Group Home Manager.
- B. Attends group home staff meetings.
- C. Keeps 1st Aid/CPR and medication certification current as required by policy.
- D. Acts as a role model for consumers by ensuring that own appearance (as described in dress code), hygiene and communication/interaction techniques reflect those of a responsible mature person.
- E. Other duties as assigned.

I have read and understand my entire job description and the responsibilities as outlined above. I agree to maintain confidentiality about all aspects of my job as they relate to the individuals and the corporation. I also understand that this corporation reserves the right to revise or change my job duties and responsibilities or work schedule as business demands and/or the needs of the consumers change.

Staff Signature

Date

Supervisor's Signature

Date

Residential Support Services
Hab Tech I

Job Inventory

Job Title: _____ Program: _____

Physical Demands of the Position (total hours in a work day estimate)

Sitting	1	2	3	4	5	6	7	8	9	10	11	12
Walking	1	2	3	4	5	6	7	8	9	10	11	12
Standing	1	2	3	4	5	6	7	8	9	10	11	12

Surface/Terrain: Carpet, Flooring, Concrete and General Outdoor Terrain

Key S = Seldom (less than one hour) O = Occasionally (one hour to 2 ½ hour)

F = Frequently (3-5 hours) C = Continuously (5 hours a shift or more)

Activity 0-10 LBS 11-24 LBS 25-34 LBS 35-50 LBS Over 50 LBS

Lifting					
knee high	F	F	F	F	F
Lifting					
waist high	F	F	S	S	S
Lifting					
Overhead	S	S	S	S	S

Bending: F Squatting: O Crawling: O Kneeling: S

Reaching above shoulder height: O Pushing: O Pulling: S

Dexterity

Simple grasping Yes X No ___

Firm grasping Yes X No ___

Fine manipulation Yes X No ___

Environmental Conditions

Required to work outdoors summer	Yes X	No
Required to work outdoors winter	Yes X	No
Exposed to fumes -Where	Yes	No X
Exposed to dust -Where	Yes	No X
Exposed to gases -Where	Yes	No X
Exposed to noise/vibrations -Where	Yes	No X
Exposed to physical aggression from others -From Whom <i>Persons Served</i>	Yes X	No
Exposed to offensive odors/sights -From Where <i>Persons Served</i>	Yes X	No
Exposed to blood borne pathogens -From Where <i>Persons Served</i>	Yes X	No
Uses machines, tools and equipment on the job -What type <i>vehicles, computers, fax machines</i>	Yes X	No
Uses protective equipment on the job -What type and for what tasks <i>First aid-gloves, gowns, lifting back belts</i> <i>Personal hygiene/bathing-gloves, gowns goggles</i>	Yes X	No

Other significant job requirements not mentioned above:
Occasional lifting in excess of 100 lbs

Specific training/education required to do job:

1. CPR/1st Aid
2. Medication certification
3. College of Direct Supports
4. MANDT