

## **Cantalician Center Community Services – Job Descriptions**

### **Day Habilitation Specialist**

#### **SUMMARY OF DUTIES**

The Day Habilitation Specialist assists individuals receiving services in acquiring and/or maintaining the skills, personal habits and positive attitudes that will enable them to maintain and/or enhance independence.

#### **REPORTING RELATIONSHIP**

Reports to the Manager of Day Services

#### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Develops and provides structured services and skill building activities designed to meet the needs of individuals receiving services in accordance with their valued outcomes and assist in the scheduling and planning of same.
- Participates in the development and directly implements the day habilitation plan for individuals receiving services to reflect their interests, capabilities and needs, and to enhance their skills and level of independence.
- Encourages individuals to express and develop their individual interests
- Provides individuals with opportunities to maintain/ enhance their existing skills, overall functioning and independence, and sense of belonging and community integration through various in-house and community activities.
- Assists individuals in achieving their valued outcomes by providing prompts, reminders, guidance and role modeling in areas such as socialization, personal hygiene, exercise, nutrition, behaviors, etc., while involved in skill building activities.
- Provide appropriate physical care of assigned individuals to maintain their cleanliness, safety and comfort. This would include tasks such as direct assistance with washing, dressing and toileting, and range of motion. This also includes monitoring; correcting and modeling appropriate behaviors at lunch and break times.
- Ensures safety and welfare of individuals in their movement and transport.
- Develops individual specific programs and provides immediate feedback on performance.
- Transports individuals receiving services using Agency vehicle.
- Takes initiative and works independently or with other persons within program, without supervisory directions.
- Provides self-esteem building opportunities for persons with memory loss through creative art projects such as painting, drawing and designing.
- Attends ISP meetings as needed.

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- Maintains accurate program and statistical records, including but not limited to daily tracking and monthly progress notes, as well as any other required documentation in accordance with Agency and regulatory requirements.
- Uses Agency computer databases as needed.
- Assists in cafeteria:
  - By providing general supervision of individuals receiving services in the cafeteria and hallways during lunch and break, and as needed provides oversight of such individuals dietary needs
  - Microwave-heating food brought from home by individuals receiving services
  - Cafeteria server-taking orders and serving food at break and lunch
- Maintains safe and clean working area and ensures adequate material for goal implementation.
- Assists as needed in other program areas.
- Interacts with multi-disciplinary team to ensure quality programming.
- Participates in staff meetings, in-service meetings, etc.
- Assists at dismissal time.
- Consistently complies with all Agency policies and procedures.
- Constantly maintains high performance standards at work with regard to personal behavior and interactions with staff, individuals receiving services and outside agencies.
- Performs other duties as assigned.
- Participates in Safety Committee as required

### **SKILLS & ABILITIES**

- Possess good time management skills
- Ability and desire to work as part of an interdisciplinary team
- Moderate level of written and oral communication skills
- High level of interpersonal skills
- Knowledge of behavioral techniques and developmental disabilities to assist in the care of individuals receiving services
- Knowledge of computer and ability to utilize word processing programs
- First Aid, and SCIP training will be provided upon hire

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### **EDUCATION & TRAINING**

Preferred: Associate's or Bachelor's Degree in Human Services plus one year pertinent experience in providing services to developmentally disabled adults. and valid New York State driver's license in good standing.

Minimum: High School diploma or GED and valid New York State driver's license in good standing.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation(s).

## PHYSICAL DEMANDS

On-the-job time is spent in the following physical activities  
Show the amount of time by checking the appropriate boxes below.

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Stand		X		
Walk		X		
Sit			X	
Talk or hear				X
Use hands or fingers, handle or feel				X
Push//Pull		X		
Stoop, kneel, crouch or crawl			X	
Reach with hands and arms		X		
Stair climbing		X		

This job requires that weight be lifted or force be exerted. Show how much and how often by checking the appropriate boxes below.

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Up to 10 lbs.			X	
Up to 25 lbs.			X	
Up to 50 lbs.			X	

This job has special vision requirements. Check all that apply.

- Close Vision (clear vision at 20 inches or less)
- Distant Vision (clear vision at 20 inches or more)
- Color Vision (ability to identify and distinguish colors)
- Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes)
- Dept Perception (three dimensional vision; ability to judge distances and spatial relationship.
- Ability to Adjust Focus (ability to adjust eye to bring an object into sharp focus)
- No Special Vision Requirements

Specific demands not listed:

Ability to work under pressure. Multi-task

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## WORK ENVIRONMENT

This job requires exposure to the following environmental conditions.  
Show the amount of time by checking the appropriate boxes below.

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Outdoor weather conditions			X	
Work near moving mechanical equipment			X	

The typical noise level for the work environment is:  
Check all that apply.

- Very Quiet
- Quiet
- Moderate Noise
- Loud Noise
- Very Loud Noise

Hearing:

- Ability to hear alarms on equipment
- Ability to hear students/individual calls
- Ability to hear instructions from department staff

## REPETITIVE MOTION ACTIONS

Number of Hours

Repetitive use of hands	0	1-2	3-4	5-6	7 +
A. Right only					
B. Left only					
C. Both					X

Grasping: simple/light:

A. Right only					
B. Left only					
C. Both					X

Grasping: Firm/heavy:

A. Right only					
B. Left only					
C. Both			X		

Fine Dexterity:

A. Right only					
B. Left only					
C. Both					X