

# RESIDENTIAL HABILITATION AIDE

**DEFINITION:** A qualified individual responsible for assisting individuals with disabilities in their day-to-day living needs, including: habilitation, building community and family/friends supports, supervision, health and safety, and enhancement of quality of life.

**RESPONSIBLE TO:** Habilitation Specialist (Residential Manager) Habilitation Technicians I

**DUTIES AND RESPONSIBILITIES: (Essential job functions in bold)**

## Individual/Facility:

1. **Provides direct assistance and supervision to individuals.**
2. **Maintains the safety and cleanliness of home/apartment.**
3. Participates in assigned assessments, individualized planning, and skill training and behavioral deceleration programs, including recording data.
4. **Observes and reports all health and medical needs of the individuals to their supervisors and keeps parties informed of the individual's well being.**
5. **Assists individuals in the self-administration of medications and keeps documentation as assigned.**
6. Assists individuals in arranging for and accompanying them on outings, in making purchases, and providing opportunities for community integration and inclusion.
7. Participates in menu planning and shopping, preparation of meals with individuals in accordance with established menus, and assists individuals in clean up afterwards.
8. **Documents in writing and reports suspected incidents of abuse, exploitation, and neglect to APS and the Director of Services.**
9. **Writes incident reports for events that affect the health and safety of individuals.**
10. Transports individuals to community events/outings and work.
11. **Uses least restrictive alternatives when handling behavioral incidents not covered by a written program.**
12. **Safeguards and keeps confidential all Private and Personal Information regarding individuals with disabilities received in the course of their employment by the Corporation.**
13. Ensures that outside areas of homes are orderly and well kept.
14. **Responds to individuals' changing needs.**
15. **Practice safe work habits and follow all safety regulations and company procedures.**
16. Performs other job-related duties as assigned.

## General:

1. **Attends scheduled staff meetings and in-services/training as requested by their supervisor.**
2. **Establishes and maintains effective working relationships with individuals, co-workers, parents, agencies, and the public.**
3. **Uses communication skills to participate effectively as a team member.**
4. Uses equipment and supplies efficiently and informs supervisors of shortages/needs.
5. **Documents accurately work performed on time sheets and submits them for approval by their supervisor in a timely manner.**

**QUALIFICATIONS:** High school diploma or equivalent and prior experience working with persons with disabilities is preferred. Shall be 18 years or older.

## **OTHER QUALIFICATIONS:**

- No record of abuse/neglect or exploitation of others.
- Must have or obtain a valid Montana driver's license, have an acceptable driving record, and proof of private auto insurance in compliance with Montana State law within 1 month of hire.
- Must have or obtain Medication and Epilepsy Certification within 30 days of hire.
- Must have current proof of negative TB test result.

## **SPECIAL CONDITIONS:**

- Must be able to lift 50 lbs. Physical effort is required to perform the following: lift or physically assist individuals in daily activities; perform one or two person transfers of individuals in and out of wheelchairs; restrain individuals using Mandt procedures; carry supplies; perform household cleaning, and move furniture. In addition, standing, walking, and bending are required. Both indoor and outdoor activities are required.
- Exposure to unpleasant sights, sounds or odors, and physical aggression may be encountered.
- Scheduling requires flexibility e.g. overnights, weekends, change in schedule, additional hours.
- Operates a passenger vehicle for durations up to 2 hours.

**HIRING WAGE:**

*Opportunity Resources, Inc. reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.*

*Jack Chambers, CEO  
Opportunity Resources, Inc.*

*I have read this job description and understand the duties listed.*

\_\_\_\_\_  
*Employee's Name (Please Print)*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*