

## GENERAL DESCRIPTION OF CLASS

The HABILITATIVE TRAINING TECHNICIAN 1 provides physical care, treatment, and guidance to developmentally disabled residents and mentally ill clients. Employees in this class assist residents with daily living activities, perform housekeeping duties to maintain a clean, comfortable and safe environment and perform some limited training functions.

## DISTINGUISHING FEATURES

The Habilitative Training Technician 1 is the first level of the three level series. It is distinguished from the higher levels by the absence of primary responsibility for the full range of training activities to residents (e.g., assessment and all levels of prescribed, structured skill and vocational training and activities designed to meet plan of care objectives) and for administering prescribed medication. The Habilitative Training Technician 1 is also distinguished from the higher levels by the lack of involvement with planning, development and coordination of training programs.

## DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Depending on the work area or shift assignment, individual positions by perform any combination of duties listed below.

### 1. Direct Care

Monitors and assists residents with physical care, personal hygiene, grooming and dressing activities. Observes, records, and reports illnesses, injuries and behavior changes of residents. Assumes the role of parent surrogate for a small group of residents. Accompanies residents on shopping and other community trips. Ensures that assigned residents have adequate amounts of appropriate clothing and shoes. Assists with and monitors residents' meals to encourage appropriate eating habits and table manners.

### 2. Housekeeping

Mops floors, cleans spills and makes beds to ensure that residents' living areas, bedrooms and bathrooms are neat and clean and free of potential hazards. Launders residents' socks, underclothing and sleepwear. Repairs, discards and replaces residents' clothing as necessary.

### 3. Training

Delivers basic individual training to residents (e.g., toileting, eating, dressing) following prescribed programs. May assist in instructing or modeling residents in various manual, recreational and creative activities. Provides input and feedback to professional staff through documentation and sometimes in meetings.

### 4. Behavior Management

Uses positive motivation and/or reinforcement or other prescribed treatment interventions to effect behavior change and control. Observes resident behavior. Intervenes, diffuses and redirects negative

behaviors. Records all intervention and redirection of negative behavior.

#### **5. Safety Measures**

Observes and maintains all safety and security procedures (some areas may require locked surroundings to ensure resident safety). Oversees sleeping areas on night shift to assure proper sleeping conditions, answer the needs of residents and assure their general health and safety. Participates in search and rescue drills and actual incidents. Intervenes and diffuses violent behaviors. Protects residents from other residents who present a threat to their safety. Escorts residents to off-ward and off-grounds activities. Conducts census checks at beginning of shift and does subsequent scheduled checks to account for whereabouts and status of residents. Executes fire and other emergency procedures as necessary. Uses time-out and restraint procedures according to institution policy. Safely stores all potentially hazardous materials.

#### **6. Recordkeeping**

Maintains a variety of records pertaining to resident care, treatment and training by observing and recording all incidents of illness, violence, and behavior changes and training activities.

### **RELATIONSHIP WITH OTHERS**

Employees in this class have daily in-person or telephone contact with professional staff to give and receive information regarding care and treatment of residents. Employees have daily in-person contact with developmentally disabled residents and/or mentally ill adults to oversee their daily activities and provide care. Employees may also have frequent in-person or telephone contact with parents, guardians or sponsors of residents to give and receive information about and to arrange visits and off-campus trips for residents.

### **SUPERVISION RECEIVED**

Employees in this class receive general supervision from a shift supervisor, Mental Health Supervising RN, and/or cottage manager. Clinical activities are directed by professional staff. The Habilitative Training Technician 1 uses guidelines established by the Federal government, Mental Health Division and the institution to perform work.

### **GENERAL INFORMATION**

Positions in this class are found in mental health institutions. They require the willingness to work with combative, unpredictable developmentally disabled/mentally ill residents/clients who may be dangerous to themselves and others. They require the willingness to maintain a sympathetic attitude toward the developmentally disabled/mentally ill and the willingness to work overtime, on-call and/or a rotating schedule.

**KNOWLEDGE AND SKILLS (KS)**

Basic knowledge of spoken and written English sufficient to perform assigned tasks.

**SPECIAL QUALIFICATIONS**

Some positions in this class may require:

Obtaining a Basic Nursing Certificate within 60 days of hire.

Obtaining a Certified Nursing Assistant Certificate within five months of hire.

Obtaining a valid motor vehicle operator's license.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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