

GENERAL DESCRIPTION OF CLASS

The HABILITATIVE TRAINING TECHNICIAN 2 implements developmental and habilitative training programs for developmentally disabled residents of a training facility. Employees in this class are also responsible for providing direct care and treatment to residents and for maintaining a clean, comfortable and safe environment. Some employees in this class also perform duties of a Certified Medication Aide (CMA).

DISTINGUISHING FEATURES

The Habilitative Training Technician 2 is the second level of a three-level series. It is distinguished from the lower level by having responsibility for providing all levels of prescribed, structured skill and vocational training in accordance with residents' plans of care. At this level, employees are involved with assessment and programming (structured or formalized training and activities) of residents and some staff training. It is distinguished from the higher level by the absence of responsibility for planning, developing and coordinating 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 may perform any combination of duties listed below.

1.Training

Assists the Habilitative Training Technician 3 with placement testing and assessment of resident skills. Uses programming techniques to train residents in developing self-help, communication, survival, community, home-living and vocational skills. Participates in or monitors leisure activities designed to achieve plan of care objectives (e.g., dexterity, judgment, attention span, social interaction).

2.Direct Care

Monitors and assists residents with physical care, personal hygiene, grooming and dressing activities. Observes, records and reports illnesses, injuries and behavior changes in residents. Assumes 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. Keeps clothing in good condition by repairing, discarding and replacing as necessary. Assists residents with meals to encourage appropriate eating habits and proper table manners. Assists with cottage housekeeping, changes and makes beds and ensures that living areas, bedrooms and bathrooms are neat and clean. May assist with laundry.

3.Behavior Management

Uses positive motivation and/or reinforcements or other prescribed treatment interventions to effect behavior change and control. Provides input to psychologist for the planning and development of behavior programs. Observes residents' behavior and intervenes in, diffuses and redirects negative behaviors. Records all interventions and redirection of negative behavior.

4. Medication/Treatment

Attends intershift briefings to give and receive information regarding residents response to medication and treatments. Reviews residents' charts daily to identify new medications or treatments prescribed by doctors. Transfers doctors orders from residents' charts to medication record sheets. Administers prescribed medication and treatment to residents. Responds to medical emergencies such as choking and seizures. Notifies medical and administrative staff of any medication errors. Records all medication as soon as it is given. Counts all medication at the beginning and end of shift and reports discrepancies. Orders and picks up prescribed medication from pharmacy. Provides emergency first aid treatment as required.

5. Safety Measures

Observes and maintains all safety and security procedures (some areas may require locked surroundings to ensure resident safety). Oversees sleeping area 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 behavior. Escorts residents to off-ward and off-ground activities. Conducts census check at beginning of a shift and subsequent scheduled checks to account for whereabouts and status of residents. Executes fire and other emergency procedures. Uses time-out and restraint procedures according to institution policy.

6. Recordkeeping

Keeps a variety of records and compiles reports concerning resident training, care and treatment. Observes and records significant resident behaviors. Compiles and tabulates data used by professional staff. Compiles a variety of monthly/quarterly reports for clinical staff.

RELATIONSHIP WITH OTHERS

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

SUPERVISION RECEIVED

Employees in this class receive general supervision from a shift supervisor who schedules, assigns, oversees and reviews overall activities of employees on a given shift. The medication and treatment duties are supervised by a Registered Nurse who assigns and reviews work. The Habilitative Training Technician 2 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 combative, unpredictable developmentally disabled residents who may be dangerous to themselves and others. They require the willingness to maintain a sympathetic attitude toward the developmentally disabled

and the willingness to work overtime, on-call and/or a rotating schedule.

KNOWLEDGE AND SKILLS (KS)

Basic knowledge of techniques and practices used in habilitating developmentally disabled persons.

Basic knowledge of problems related to the developmentally disabled.

Skill in providing care and/or training to developmentally disabled or mentally ill persons.

Skill in communicating with a variety of people to provide or exchange information.

Skill in preparing written records and documentation.

SPECIAL QUALIFICATIONS

Positions in this class require a Certified Nursing Aide (CNA) Certification.

Some positions in this class may require:

Obtaining certification as a Certified Medication Aide (CMA).

Obtaining a valid motor vehicle operators 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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