

HABILITATIVE TRAINING TECHNICIAN 3

6727

GENERAL DESCRIPTION

The HABILITATIVE TRAINING TECHNICIAN 3 trains, oversees and assists staff in the implementation of training programs for developmentally disabled residents. Employees in this class collect and coordinate data for use in developing individual care plans and participate as a member of an interdisciplinary team reviewing, evaluating and developing care plans for residents.

DISTINGUISHING FEATURES

The Habilitative Training Technician 3 is the third level of a three-level series. It is distinguished from the lower levels by having responsibility for planning and developing training programs for residents under the direction of professional staff and for monitoring and coordinating the work of staff involved in delivering 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 Coordination

Participates as a member of cottage/unit interdisciplinary team reviewing, evaluating and developing care plans for residents. Evaluates residents' needs through use of skills assessment/placement tests. Develops and implements appropriate training programs, with professional assistance, in areas such as community living, home living, self-help, vocational and survival skills designed to meet care plan objectives. Trains staff in the use of current and correct training techniques, pertinent procedures and other activities involved in habilitating developmentally disabled residents. Teaches surrogate parent responsibilities to staff, discusses residents' progress, regression and acceptance of training programs with staff and ensures that residents receive care consistent with surrogate goals. Oversees unit training programs to ensure implementation and accurate documentation and consults with professional team to modify programs as necessary. Observes and gives feedback to staff to help develop and maintain training skills. Instructs staff in the proper recording and compiling of data. Reviews charts to assure the quality and accuracy of entries on data sheets. Prepares reviews and summaries to assist in the evaluation of training programs.

2.Behavior Management

Works closely with psychologist in setting up programs to modify resident behavior. Oversees appropriate data collection on behavior identification and intervention sheets. Attends reviews relating to residents' responses to medications. Prepares data for psychotropic medication review. Ensures staff understand behavior management procedures by reviewing and observing their implementation. Compiles and tabulates data targeted for use in developing behavior programs.

3.Safety Measures

Observes and maintains safety and security procedures (some areas may require locked surroundings to ensure residents safety). Participates in search and rescue drills and actual incidents. Intervenes and

diffuses violent resident behavior. Escorts residents to off-ward and off-grounds activities. Executes fire and other emergency procedures. Uses time-out and restraint procedures according to institution policy.

4.Miscellaneous

Assumes direct care and/or medication and treatment responsibilities as needed. Attends meetings to discuss improvement of cottage atmosphere and environment as well as matters relating to cottage policies and personnel issues. Assists in planning special activities for residents. Purchases and maintains materials for training programs. Participates in screening and selecting residents for appropriate placement to a cottage. Provides information for performance evaluations of the training staff. Prepares and presents data and reports to State Review Board and other boards and commissions.

5.Recordkeeping

Keeps a variety of records and compiles reports concerning the training, care and treatment of residents. Observes and records significant resident behavior. 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 provide training and to assist in their care and treatment. Employees also meet weekly with interdisciplinary team to present data and reports relating to resident care plans and to review, evaluate and assist in the development of a yearly plan of care for individual residents. Employees also have periodic in-person and telephone contact with relatives, parents, guardians and sponsors of residents to facilitate family visits and relay and receive information related to residents' well-being. These employees are frequently called upon to attend and present data and other information to review boards and committees.

SUPERVISION RECEIVED

Employees in this class receive general supervision in nonclinical areas from a cottage supervisor. Clinical direction is received from professional staff. The Habilitative Training Technician 3 function under guidelines and procedures 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 residents who may be dangerous to themselves and others. In addition, they require the willingness to maintain a sympathetic attitude toward the developmentally disabled and the willingness to work overtime, on-call and/or rotating schedules.

KNOWLEDGE AND SKILLS (KS)

General knowledge of basic techniques and practices used in habilitating developmentally disabled persons.
General knowledge of problems related to the developmentally disabled.

Skill in applying skills training programs used to habilitate developmentally disabled persons.

Skill in applying prescribed treatment intervention techniques to effect behavior change and control in developmentally disabled persons.

Skill in communicating orally with a variety of people answering questions and explaining information and decisions.

Skill in preparing written records, documentation and reports.

SPECIAL QUALIFICATIONS

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

Some positions in this class may require obtaining certification as a Certified Medication Aide (CMA).

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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