



## **JOB DESCRIPTION**

Created: 03/09/2015

Approved: J. Richard Schwartz, ED

FLSA: Non-Exempt

**Job Title: Community Habilitation Facilitator (CHF 1)**

**Departments:** In-Home Supports

**Reports To:** Coordinator of In-Home Supports

### **Position Summary, Purpose and Distinguishing Features:**

Community Habilitation Facilitators (CHF1) will work one-on-one with children and adults living at home with their families in their home and in the community using strategies and activities designed to promote skill building in the areas of socialization, behavior, independent living, and mobility. Allowable services listed by Medicaid in the Regulations are: Personal hygiene tasks, Self-Care tasks, Household chores, Mobility, Personal health care; Personal Financial Management, Appropriate Social Skills, Fire Evacuation, Assistance with physical dependency needs, necessary transportation, on-site professional services.

### **Essential Job Functions:**

1. Works directly with individuals in the appropriate completion of actions and tasks, which fulfill the requirements of the Community Habilitation Plan as well as assuring the person's safety and well-being during working hours.
2. Responsible for the appropriate documentation of Community Habilitation Plans.
3. Responsible for knowing the operating policies and procedures of the agency and handling all matters accordingly.
4. Will be involved in the ongoing assessment of habilitative and behavioral plans.
5. Participates in ISP reviews when possible.
6. May transport individuals on trips into the community with personal vehicle.
7. Undertakes such duties, responsibilities and projects as may be required by supervisor and/or director.

### **Working Relationships**

Maintains working relationships with the person's family, clinical staff, and Community Habilitation Coordinator.

### **Qualifications/Knowledge and Critical Skills/Expertise:**

1. High school diploma or GED.
2. Experience working with people that have developmental disabilities.
3. Must provide proof of personal auto insurance and will need to put personal insurance carrier on notice.
4. Comprehension, reasoning, making decisions, thinking creatively, and solving problems.

5. Ability to understand and retain verbal and written information.
6. Ability to effectively implement appropriate action, based upon written and verbal instructions.
7. Ability to communicate effectively (oral and written) with children, staff, families, and the public.
8. Ability to anticipate needs of individuals being served, and to respond quickly and skillfully in emergencies.
9. Ability to use a computer to process information; acquiring and evaluating, organizing and maintaining, and interpreting and communicating information.
10. Valid NYS driver's license in accordance with Agency requirements.
11. Time management skills to complete tasks.
12. Flexibility, patience, resiliency, and a genuine desire to serve individuals of all abilities.
13. Successful completion of the agency Orientation and the employee orientation period. Includes additional SCIP-R and First Aid/CPR training and/or certification.

**Environmental Conditions:**

1. May work with household cleaning solutions if required as part of Hab Plan goals.
2. Must be able to work in an environment that includes, but is not limited to noise, cold heat and odors approximately 50%.
3. External Conditions: Must be able to work in a position requiring exposure to weather conditions approximately 50%.

**Physical Demands:**

1. Physically able to bend/stoop, squat, push/pull, reach above and below shoulder level frequently—at least 5 times/hour.
2. Must be able to independently lift and/or transfer, push or pull up to 50 lbs.
3. Ability to physical intervene using Agency-endorsed behavior interventions such as SCIP.
4. Must have adequate vision and hearing ability, with or without correction, to be constantly aware of, detect, and able to respond to each individual's needs when not in immediate vicinity.
5. Exposed to bites, kicks, punches, spitting and other physical behaviors.
6. Fingering/Grasping/Feeling: Must be able to write, type, and use office and/or other equipment and handle materials.
7. Responsibilities occasionally may require an adjust work schedule including overtime.

**Americans with Disabilities Act:** Reasonable accommodations will be made in compliance with the Americans with Disabilities Act of 1990, and ADAAA of 2008.

**Occupational Safety and Health Act:** Exposed to human body fluids, and airborne agents; household chemicals; outdoor weather conditions. May be exposed to contagious diseases including but not limited to HIV and Hepatitis B.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

**EEO**

I acknowledge that I have received a copy of the job description for the position I am being offered as Community Habilitation Facilitator (CHF 1). I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that I should review the job description with my supervisor.

I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or Program without it being specifically included in the job description. I understand that the job description is to be used as a guide and that I will be responsible for performing other duties as assigned.

I further understand that this job description does not constitute an employment contract with The Arc of Orange County.

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Employee Name (Please Print)

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Employee Signature

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Date