



JOB DESCRIPTION

Revised: 11.25

Approved:

FLSA: Non-Exempt

Job Title: Community Habilitation Facilitator (CHF 1)

Departments: CSI

Reports To: Coordinator of Community Services and Inclusion

Position Summary, Purpose and Distinguishing Features:

Community Habilitation Facilitators (CHF 1) will work one-on-one with 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, and on-site professional services.

Essential Job Functions:

1. Works directly with adults in the appropriate completion of actions and tasks, which fulfill the requirements of the Community Habilitation Plan as well as assuring 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.
6. May transport people supported on trips into the community.
7. Must participate in specialized training and ongoing consultation with the person's clinical team.
8. Undertakes such duties, responsibilities and projects as may be required by supervisor and/or director.

Working Relationships

Maintains working relationships with families, clinical staff, Coordinator of Community Services and Inclusion and other persons as deemed necessary.

Qualifications/Knowledge and Critical Skills/Expertise:

Experience working with individuals with developmental disabilities. Comprehension, reasoning, making decision, thinking creatively and solving problems.

1. Ability to anticipate needs of people supported and to respond quickly and skillfully in emergencies.
2. Ability to use a computer to process information; acquiring and evaluating, organizing and maintaining, and interpreting and communicating information.
3. Valid NYS driver's license.
4. Time management skills to complete tasks.
5. Flexibility, patience, resiliency and a genuine desire to serve individuals of all abilities.
6. The ability to physically lift or assist individuals in moving around as well as the ability to physically intervene when necessary requiring First Aid/CPR certifications.

Physical Demands:

1. Physically able to bend/stoop, squat, push/pull, reach above and below shoulder level frequently—at least 5 times/hour.
2. Exposed to bites, kicks, punches, spitting and other physical behaviors.
3. Responsibilities occasionally may require an adjust work schedule including overtime.

EEO

I acknowledge that I have received a copy of the job description for the position I am being offered as Community Habilitation Facilitator. 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 Greater Hudson Valley.

Employee Name (Please Print)

Employee Signature

Date

