

## **MCH JOB DESCRIPTION**

**Position Title: ICF-MR HABILITATION ASSISTANT**

**FLSA: Non-exempt**

**PRIMARY DUTY:** Provides habilitation services to residents of ICF-MR group home to insure that required activities and programs are carried out according to specified standards and objectives. Maintains confidentiality of client information and protected health information according to MCH policy.

### **PRINCIPAL ACCOUNTABILITITES:**

Accountable to: ICF-MR Manager and facility assistant manager

Accountable for: delivery of direct care services to facility residents and/or MCE clients

### **DUTIES AND RESPONSIBILITIES:**

1. Insures that active treatment is ongoing by implementing planned learning experiences, goals, and objectives for each resident and documenting progress according to standards, regulations, and MCH policy as trained. Provides a normalized atmosphere appropriate to the needs of the residents and insures that the least restrictive environment is available in order to help the residents increase independence. Provides transportation for residents as needed for appointments, work, recreational activities.
2. Carries out procedures and schedules for physical operation of the group home under supervision of managers and/or ICF-MR coordinator.
3. Follows universal precautions and OSHA regulations at all times.
4. Develops activities and situations within the group home which encourage interaction among residents and insures that residents have opportunities to participate in community activities. Physical intervention may be required if residents need assistance.
5. Assists residents in development of and implementation of appropriate hygiene as well as grooming, dressing and etiquette. Physical assistance may be required.
6. Assists in arrangements for visitors to the home and for residents' visits outside the home with family and friends.
7. Detects signs of illness or dysfunction that need medical or nursing intervention and reports to appropriate persons immediately.
8. Ensures 24-hour coverage of the group home and health and safety of residents.
9. Serves as a advocate for the residents at all times.
10. Participates in training, habilitation planning, and staff meetings as required.
11. Maintains confidentiality of client protected health information and limits access to client record to completing required documentation and information that is essential to carrying out the responsibilities of an habilitation assistant. Access to medical information is limited to the group home or other MCH facility unless accompanying a resident on a medical or other appointment where medical information may be needed.
12. Performs other work related duties as assigned.

### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. High school graduate.
2. Strong verbal, written, analytical, presentation and interpersonal skills.
3. Safe driving record with three years driving experience or over age 21 if less than 3 years safe driving experience.

### **MENTAL, EMOTIONAL AND PHYSICAL REQUIREMENTS:**

1. Must be able to handle stress of working with non-verbal, non-ambulatory clients who need assistance with most aspects of activities of daily living.
2. Must be able to deal with offensive behavior, inappropriate or offensive remarks from clients and families, and staff in an appropriate manner.
3. Must be able to separate personal issues and work issues and maintain decorum in dealing with clients, other staff, and families.
4. Must be able to exhibit self control.