



Job Description

Job Title:	Day Habilitation (Direct Support Professional)
Department:	Day Habilitation Program (DD Program)
Reports To:	Day Habilitation Manager
Salary:	\$21.00 per/ \$43,680.00
FLSA Status:	Non-Exempt
Prepared By:	HR Director

Summary: To advocate and coordinate services as per the need of the individuals in an effort to meet personal goals identified by/for the individual through Day Services.

Essential Duties and Responsibilities include but are not limited to the following:

- Overseeing and performing day-to-day administrative functions within the Day Services program relative to implementation of Unique People Services policies and procedure as set forth by OPWDD.
- Coordinates and facilitates all weekly staff meetings.
- Initiate and follow through on the hiring process of all new Day Services staff as identified through Unique People Services.
- Attend all program surveys and in conjunction with the Director of DD Services formulates and compares a written plan of action for program audits and assures follow through.
- Works with Central Office Human Resources, Fiscal Department, Operations, Developmental Disabilities administrative staff and Facilities Maintenance to ensure staffing, equipment; materials and supplies are appropriate and sufficient to guarantee the therapeutic and well-being of the individuals.
- Ensures applicable laws, regulations, policies and procedures are made available to all staff.
- Ensures all staff training is done in a timely manner– while also conducting workshops/trainings on a quarterly or as needed basis.
- Enforces progressive discipline based on Unique People Services policies and procedures for the all of the Day services staff.
- Oversees adequate implementation of the Individuals' Day Habilitation plans and behavioral services.
- Providing direct oversight and monitoring of all fiscal resources.
- Assisting Director of DD Services with development of Day Services.
- Monitor administrative log books.
- Billing
- Monitor Transportation Needs
- Managing Incidents
- Oversees Supervisors meetings/trainings.
- Ensures physical plan and is in compliance with OPWDD standards through monthly checks and reviews of monthly report submitted to the Director of DD Services.
- Additional responsibilities as deemed necessary and appropriate by the Director of DD Services.
- Including any additional responsibilities and duties as required by management.

Competencies: Knowledge of Developmental Disabilities, ability to work independently, ability to request assistance when needed to further the well-being of assigned individuals under the supervision of the program. Must be able to work as the team leader and an effective team member ensure the well-being of the individuals.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Able to provide supervision and training for all basic daily living skills to individuals with developmental disabilities. Ability to make informed judgment on decisions and communicate them effectively to staff within the program. Positive Attitude towards working with the disabled. Able to work with other staff, families, individuals and neighbors. Able to teach basic skills, encourage positive interactions among individuals, encourage community integration and socialization, ability to set a positive example to individuals and staff regarding basic socially acceptable skills.

Education and/or Experience: A High School diploma or equivalency. Minimum of two years' experience working with disabilities and progressive supervisory experience in DD or related fields. Two years delivering behavioral intervention services to individuals with DD including the implementation and monitoring of behavior protocols.

Language Skills: Good communication skills, written as well as verbal. Bi-lingual if needed, ability to learn basic sign language where needed.

Computer Skills: Able to perform simple functions within the computer such as data entry and basic work programs within Microsoft Suite, IRMA, RIA, CHOICES, Core Competencies and other programming as necessary to complete required job duties. Basic routine documentation and tabulation of individual's progress.

Certificates, Licenses, Registrations: Must be cleared through a Criminal Background Check and Fingerprinting, NYS Driver's License; (AMAP, CPR, First Aid - will train).

Physical Demands: Able to assist an individual physically (possible lifting involved) in an emergency or as needed. Able to drive a multi-passenger vehicle with individuals and staff on board.

Work Environment: Able to tolerate a loud and busy environment. Able to encourage positive attitude toward individual's capabilities and limitations due to his/her disabilities. Able to adjust to an ever-changing work environment due to new regulations, budgetary cuts or expansions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMER:

This job description and specifications are not intended and should not be construed to be an exhaustive list of all essential responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current position of Shift Supervisor in this Agency's operation. Management reserves the right to revise the job or to require that other or different tasks be assigned.

My signature below indicates that I have received, reviewed and fully understand the job description for the Day Habilitation Specialist. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under all conditions as described.

Print Employee Name

Signature

Date

Approved by:	<i>Director, Human Resources</i>
Date Created:	<i>09-24-2009</i>
Date Reviewed/Revised:	
Date Approved:	