

COUNTERPOINT, INC.

HABILITATION SERVICES TECHNICIAN I

(GROUP HOME INSTRUCTOR)

Revised 06/2005

REPORTS TO: Group Home Specialist
Weekend Lead Staff
Group Home Manager
Residential Coordinator
Executive Director

SUPERVISES: Substitute Staff
Trainees on Probation

QUALIFICATIONS

REQUIRED

1. High School diploma or equivalent and 2 years experience working with handicapped individuals , or 2 years of formal education in Developmental Disabilities.
2. Valid Montana Drivers license and insurable by Counterpoint Inc. auto insurance.
3. Ability to safely operate a 13 passenger handicap van, adaptive equipment, household cleaning, cooking and yard maintenance equipment.
4. Upon hire must receive a Criminal Background Clearance.
5. Maintain working home phone for emergency staffing needs.

PREFERRED

Persons with current training or certification in following areas preferred:

- a. Manual Sign Language
- b. Administration of Medications
- c. DDCPT, CBT or equivalent
- d. CPR
- e. 1st Aid
- f. MANDT

CONTINUED EMPLOYMENT IS CONTINGENT UPON ATTENDANCE, COMPLETION AND MAINTENANCE OF THE ABOVE TRAINING AND CERTIFICATIONS.

COUNTERPOINT'S MISSION AND VALUES

Counterpoint's mission is to **nurture personal growth and support meaningful lives**. Counterpoint employees promote this mission by embracing the following values:

Individuality,	Self Respect & Self Worth,
Personal Choice & Freedom,	Community Integration & Involvement,
Comfort & Health,	Emotional & Physical Safety,
Independence & Self-reliance,	The Expansion of Experiences,
Human Potential ,	Equality in Relationships with all People,
Quality in the Lives of our Consumers.	

All interactions and tasks will be employed with respect to these values.

JOB SUMMARY:

An instructor's primary job responsibility is to provide the supports necessary for each person served to meet his/her goals & objectives for the IP year. In this regard your job description will change from consumer to consumer and from year to year. Employees must be flexible, creative and willing to participate in activities that may not be personally appealing .

Counterpoint staff provide for the health, safety, cleanliness and comfort of the individuals; their treatment and training, caring for the home, its furnishings and equipment. Other job duties involve assistance and supervision to perform daily living skills, observing individuals for behavior changes and signs of illness or injury, reporting and documentation of observations and events.

Instructors will conduct structured training programs, and participate in the development of Individual Program Plans, and each individual's IP document. Instructors may be required to assist with consumer assessments, pre-tests, and baselines as assigned.

Staff who have completed the probationary period may be designated as shift supervisor by Group Home Manager and will assist in providing orientation to new staff. The Instructor is responsible for complying with corporation policies, procedures and contractual obligations including but not limited to : Accreditation organizations and the Developmental Disabilities Division.

Staff will be required to accompany individuals in a variety of community based activities and are expected to be teachers and role-models for members of the community.

ESSENTIAL FUNCTIONS:

Physical:

The essential physical functions of this job will involve:

- Intermittent bending, - often to retrieve objects from the floor or lower level, bending to meet a consumer at eye level, bending to provide service or support to a consumer.
- Twisting, Reaching - often to retrieve objects from shelving, twisting to maneuver objects or aid consumers this will require the motion often with 10 to 15 pounds of weight in arms or hands.
- Standing and walking - extended periods of time up to two hours without rest and then additional time during shift on your feet walking and standing are minimum requirements of the position.
- Walking Distances - walking with consumers or on an errand within the community or surrounding areas up to two miles.
- Sitting - driving or sitting for extended periods of time up to three hours without reprieve is necessary for this position.
- Assistive Transfers - assisting staff and consumers with the use of the Hoyer lift and pushing/pulling wheelchairs. Managing the Hoyer lift or a wheel chair with a person in excess of 200 lbs requires the ability to manipulate as much as 50 pounds of force in any direction.
- Driving - various sized vehicles for periods of time up to an hour thru various weather conditions.

Mental/Cognitive:

The essential mental/cognitive functions of this job will involve:

- Oral and written communication - it is essential that the person in this position is able to convey accurately and completely ideas, situation and orders to co-workers, consumers, and members of the community.
- Documentation - this position requires written documentation of job duties and tasks on a daily

basis. Accuracy and completeness are required for daily logs, consumer programs, medical forms and incident reports.

- Crisis Handling - the person in this position must have the ability to remain calm in response to a crisis and provide sound judgement.
- Observation skills - recognition of situational management, consumer illness, crisis precursors, and community perception is needed by the person in this position.
- Medication - this position requires the assistance to consumers with medication schedules and application

Marginal Functions:

This portion of the requirements describes occasional physical needs of the position. These requirements are sporadic and can often be mitigated by additional staff and advance planning. However individuals may have to perform them alone for the position.

- Lifting - occasional lifting of up to 25 lbs to countertop height is necessary.
- Manipulation - pushing, pulling, sliding, and counterbalance of up to 200 pounds is necessary when aiding consumers in wheel chair, Hoyer lifts, and transportation. Manipulation of furniture is necessary at times and will also involve the pushing and pulling of materials.

ADMINISTRATIVE:

- Assist in training new staff and volunteers.
- Schedule substitutes as needed using approved substitute pool.
- Follows appropriate chain of command to resolve conflicts directly affecting job performance.
- Attends all staff meetings and in service training as scheduled by Group Home Manager or Program Managers.
- Maintain contact with families, advocates, guardians, doctors, and therapists of individuals living in the Group Home.
- Report to Specialist or Group Home Manager any problems or concerns, need for repairs, household supplies, training, professional or client supplies.
- Document daily activities, programs, and health issues.

CLIENT SERVICES:

- Supports individuals in developing their physical, intellectual, social, and emotional capacities to the fullest extent.
- Provides assistance or supervision in personal care such as eating, bathing, grooming, toileting, and dressing.
- Reports to Group Home Manager or Program Manager individuals in need of referral/special services.
- Ensures the protection of individual's rights.
- Provide transportation and assistance to individuals with medical appointments, recreational outings or personal outings.
- Follow procedures for handling individual's finances.
- Keeps individuals safe, clean and comfortable.
- Conducts assigned skill training and behavior management programs, recording and documenting required data.
- Maintains the safety and cleanliness of the Group Home: completes routine household chores such as dusting, making beds, mopping, vacuuming, dishes, cooking, lawn and garden chores as assigned.
- Prepares meals in accordance with established menus, assists and supervises individuals during meals and

cleanup.

- Provides input to Specialist and Program Manager regarding IP goals and objectives.

SPECIAL CONDITIONS:

- May be required to alter scheduled hours or days off as necessary.
- Continuous exposure to household cleaning supplies and disinfectants.
- Shifts of longer than 8 hours are required on weekends, holidays, possibly for special outings.
- Exposure to unpleasant sights, sounds, and odors, and physical aggression may be encountered.
- May be required to attend religious services as a support person to the individuals served.
- Additional job duties may be required as assigned by the supervising staff.