

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV38303
Job Class Code:	770	Salary Schedule:	ASRRHBTCH
EEO Category:	03	Grade:	13
Workers Comp Code:	8835		

Job Code Established:	01/03/87	Effective Date:	
Job Code Revised:	08/15/97	Effective Date:	

JOB CODE SERIES: Mental Social Development Services Series

JOB CODE TITLE: HABILITATION TECHNICIAN III

HRIS TITLE: HAB TECH III

CHARACTERISTICS OF THE CLASS: Reports to a Habilitation Services Supervisor; independently performs assigned duties. Has the authority to make decisions related to staff schedules and client routines in absence of supervisor; for the implementation of approved specialized training programs. Implements and monitors client Individual Program Plans; provides staff training; monitors career development and program implementation for adults; assesses client health/ hearing conditions; schedules, assists in audio testing, submits results; ensures adequate staff coverage, acts in absence of supervisor, functions as a shift or area lead. Work product consists of training methods coordinated and implemented; effective communication system; behavior management principles utilized; (desired) clients with increased independence; hearing evaluation and rehabilitation implemented; applicable laws, standards, philosophies and policies implemented and monitored. Responsible for technical training and leadership; client treatment needs and progress integrated into daily living routines; serving as a resource with other members of the interdisciplinary staff; for effective client programs.

EXAMPLES OF DUTIES: Conducts and participates in classroom and on-the-job training and staff development for vendors in community, group homes and residential staff. Assists in the supervision of the daily operations of a subordinate staff; schedules hours and assignments, as a shift or area charge leader. Reviews work products or achievements of subordinate staff. Participates in establishing and maintaining a safe, orderly and therapeutic environment. Attends individual program plans team meetings; develops and writes goals, objectives and strategies. Teaches transitional living skills (personal hygiene, home maintenance, utilization of public transportation to clients, etc.). Trains new workers on-the-job to perform tasks that will become part of everyday work routine. Inspects completed work of clients by on-site inspection. Attends and participates in staff meetings related to client activities. Provides input and participates in specialized client care treatment plans. Writes an annual report for a specific program carried out in the work system. Confers with staff in work areas to plan and carry out joint activities to achieve objectives. Prepares and gives presentations to community groups. Advises and provides supervisor information relating to program issues and daily living needs. Assists in the implementation of programs to control maladaptive behaviors including aggression. Responds to emergency situations including medical and behavioral crises. Maintains quality assurance standards consistent with the philosophy and objectives of the agency. Collects data, compiles and documents in required format. Performs related work as required.

WORK CONDITIONS: Some hazards exist in working with developmentally disabled clients; may be required to lift over sixty pounds.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: clients' Individual Program Plans; the principles of daily living skills; the principles and techniques of training developmentally disabled clients; the principles of hearing conservation; the principles and practices of work leadership and management; problem-solving techniques; behavior

modification theory and principles; district and State policies; standards established by Accreditation Council for Mentally Retarded/Developmentally Disabled (MR/DD); teaching/training and learning principles..

Skill/Ability to: using audiometer for screening; communicate verbally and in writing; provide leadership and role modeling; collect data for client program planning.

SPECIAL SELECTION FACTORS: Requires the ability to pass a post-offer physical exam. May require possession of and ability to maintain a current, valid Arizona drivers license appropriate to the assignment.