

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV38305
Job Class Code:	770	Salary Schedule:	AREG
EEO Category:	05	Grade:	15
Workers Comp Code:	8835		

Job Code Established:	01/03/87	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Mental Social Development Services Series

JOB CODE TITLE: HABILITATION SPECIALIST

HRIS TITLE: HAB SPCT

CHARACTERISTICS OF THE CLASS: Reports to a Habilitation Services Supervisor; functions within assigned duties and responsibilities. Has the authority to determine clients' needs, make changes in individual program objectives and revise training materials. Organizes, coordinates and develops technical training strategies for staff and volunteers; develops and implements new or modifies existing in-service training programs, i.e., behavior management, quality control, medication review, etc.; may coordinate, develop and monitor individual client programs; may function as a specialist in a program. Work product consists of trained staff consistently applying techniques taught; effective individualized program plans; (desired) decrease in maladaptive behavior; clients increased in skill acquisition. Responsible for the development of training strategies to provide on-the-job and classroom training; functioning as a specialist in a designated area; may be a functional supervisor as needed.

EXAMPLES OF DUTIES: Writes client intervention/training strategies in conjunction with individual program plans. Confers with users of services in order to arrive at agreements regarding training specifications, timetables, agendas, schedules and other aspects of the service. Writes detailed reports summarizing data acquired by investigation or research into clients, social, family, financial and employment situation or prospect. Confers with and advises team leaders of various disciplines, ongoing treatment or program plans status. Participates in maintaining quality assurance standards consistent with philosophy and objectives of the agency. Discusses client's situation with family or relatives; attempts to evaluate resources in the family for support of client's program. Confers with staff and representatives of other divisions, sections, or work units of the agency in order to agree on decision, clarify information, and resolve common problems. Attends meetings of community organizations; gives and receives information; provides advice. Visits group homes in counties; monitors and coordinates quality of care; evaluates specific needs and services of clients. Maintains unit security in observing for dangerous environmental factors. Conducts, as instructor, special seminars and workshops in specific technical tasks, procedures or activities relating to own major assignments. Confers with other practitioners in own field of specialization; acquires specific information. Conducts and participates in in-service training and staff development for vendors and division in community/group homes. Participates in the behavioral modification program of individual clients to facilitate social acceptance. Teaches transitional living skills, (personal hygiene, home maintenance, utilization of public transportation, etc.) to clients. Performs related work as required.

WORK CONDITIONS: Some hazards exist in working with developmentally disabled clients.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: teaching methodologies and strategies; the Individual Program Plan process; current therapy techniques; monitoring systems, data collection and analysis systems as applied to human behavior; program development policies and procedures; standards established by Accreditation Council for Mentally Retarded/Developmentally Disabled (MR/DD).

Skill/Ability to: maintaining adaptive equipment for therapeutic purposes; apply teaching/training theories and learning principles; write program plans; present explicit training techniques; analyze situations and take effective action; assess goals and objectives; establish and maintain effective interpersonal relationships; communicate verbally and in writing; make objective observations and assessments; provide motivational training.

SPECIAL SELECTION FACTORS: Requires possession of and ability to maintain a current, valid Arizona drivers license appropriate to the assignment.