

## HABILITATION TRAINING SPECIALIST

Under the direct supervision of the Program Coordinator/Program Manager, the HTS will work one on one with a specified individual(s) on Waivered Services.

### RESPONSIBILITIES:

- Be self motivating and seek to do tasks with the utmost professionalism and efficiency
- Will maintain data collection and turn in to the Program Coordinator at the end of each month
- Will maintain sufficient data on any behavioral problems that occur and report to the PC immediately
- Will provide transportation to and from activities and specialized treatments, i.e. physical therapy, speech, psychiatrist, psychologist, etc.
- Assist the individual in learning goals and objectives, integrate the individual in community activities, follow the Individual Habilitation Plan, and insure the primary safety of the individual is top priority
- Attend interdisciplinary team meetings and give input into the IP. Attend interim meetings and stay abreast of any changes to the IP.
- Report any abuse/neglect to Adult Protective Services, then to Program Coordinator and/or Administration immediately.
- Work closely and directly with the individual in whatever the individual is doing. \*if the individual refuses to do something, make sure to be conducting tasks such as prompting, assisting, etc\*
- Lifting 50 pounds or more is required
- Attend all inservice and training on individual
- Promote self-advocacy (initiate conversations of rights/responsibilities and citizenship) Allow them to speak for themselves whenever possible
- Maintain confidentiality and comply with HIPAA regulations
- Follow Searchlight Center, Inc. Policy and Procedures
- Maintain a good driving record, OSBI and OKDHS community registry.
- All other duties as assigned by CEO and necessary for the individual

THIS IS NOT A CONTRACT FOR EMPLOYMENT. THIS IS YOUR JOB DUTIES AS ASSIGNED. SEARCHLIGHT IS AN AT-WILL EMPLOYER.

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Name

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Date