



WORKING TITLE: HABILITATIVE SERVICES TECHNICIAN	CLASSIFICATION: HUMAN SERVICES TECHNICIAN
DEPARTMENT: HEALTH AND HUMAN SERVICES	DIVISION: COMMUNITY SUPPORT SERVICES
PAY RANGE: OPEU 11	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8832
PPE: PER WORK LOCATION	REVISION DATE: APRIL 2018

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs a variety of tasks in support of program objectives and individual client needs. As part of a multidisciplinary team, is responsible to provide personal care assistance and support to individuals with mental health challenges living in a community setting. Will assist individuals in accessing needed resources, address barriers related to their mental health condition, and develop skills that promote recovery.

SUPERVISION RECEIVED:

Works under general supervision of Human Services Specialist II, Program Supervisor, Program Manager or Lead Position.

SUPERVISION EXERCISED:

Supervision is not a responsibility of this position.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Supports Human Services Associate and/or Specialists in carrying out agency programs.
- Assists with promotion and development of new programs and resources in the community.
- Participates in regular supervision with Supervisor as scheduled.
- Assists individuals in utilizing recovery skills.
- Serves as a link between clients and other needed services.
- Assists the individual and treatment team in developing a care coordination plan.
- Maintains current records of treatment as required, summaries and reports of progress according to agency standards for timelines.
- Prepares necessary reports; performs other administrative tasks required by the program supervisor.
- Participates in team/program staff meetings and business meetings as scheduled.
- Assists in program evaluation and research activities.
- Documents service notes as required by administrative rule.

DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POSITION:

- Provides personal care and habilitative services approved by a Licensed Healthcare Professional and/or a Licensed Medical Practitioner; Personal care services including: activities of daily living, medication administration, money management, meal planning/preparation, laundry, light housekeeping and symptom monitoring; Habilitative services, including recreational, social, and/or occupational activity programs, shopping, community survival skills, and self-help.
- Provides transportation as necessary to individuals as part of the personal care and habilitative services.
- Participates in care planning meetings.
- Performs other duties as assigned by the Program Supervisor or Program Manager.

JOB SPECIFICATION

KNOWLEDGE OF:

- Concept of recovery and resiliency for individuals with mental health challenges.
- Tools and techniques to assist individuals with mental health challenges to live in a community setting.
- General mental health, co-occurring disorders, and other issues related to people with mental health challenges.
- Mandatory reporting requirements and the appropriate levels of information to be shared.
- Confidentiality rules, especially those specific to program area.
- Policies, rules, and regulations for program.
- Community and partner agencies and resources relevant to program.

SKILL IN:

- Effective communication, both orally and in writing.
- Working independently as well as a part of a team.
- General computer skills including Microsoft Windows.

ABILITY TO:

- Interact with co-workers and the public in a courteous, professional manner.
- Work independently and as part of a team.
- Partner with consumers to creatively support them in attaining their recovery and wellness goals.
- Collaborate with mental health case managers, Licensed Medical Practitioners, and other local, community, and State agencies.
- Spend majority of the work hours in the community.
- Maintain confidential communications and protect confidentiality of records.
- Communicate effectively orally and in written form
- Use time efficiently, with accuracy and thoroughness.
- Write concise, accurate reports.
- Operate a motor vehicle
- Interpret and apply laws and policies to specific issues related to program delivery.
- Operate in the Microsoft Windows environment inclusive of using Word, record keeping programs, general keyboarding, and other computer skills.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

High School diploma and one year related experience in provision of human services. An AA degree may be substituted for experience.

Must have an NPI number or be able to acquire one upon employment. Must not be excluded from participation in federal health care or federally funded programs that provide health benefits and must not be excluded from participation in federal procurement (Federal Acquisition Regulation) and non-procurement activities (Executive Order No. 12549).

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent works in the community and an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also involves travel to clients' homes and meetings. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.