

**Southern Tier Independence Center**  
**Habilitation Department**  
**JOB DESCRIPTION**

**Position:** Direct Support Professional-Habilitation

**Hours:** Full Time/Part Time – Hours will be scheduled according to program participant’s needs

**Qualifications**

- High School Diploma *or* equivalent and experience working with individuals with disabilities preferred OR a combination of education/experience that in the opinion of the reviewing agency, exceeds the above standards of the program.
- Strong commitment to integrating people with disabilities into all aspects of community life.
- Possess good interpersonal, written, oral and communication abilities and effective time management/organizational skills.
- Valid Driver’s License and automobile insurance.
- Successful completion of Background Checks prior to providing one on one direct care service.
- Maintain a clean driving record to ensure the safety of program participants

**Responsibilities**

**1. TRAINING & DEVELOPMENT:**

- Attend all required training, staff development programs and staff meetings, as required by the agency and/or State and Federal regulations
- Attend office sessions, as scheduled.
- Learn other communication techniques related to the special needs of individuals with developmental disabilities, as necessary.
- **COMMUNICATION/TEAMWORK**
- Establish and maintain a professional, positive working relationship and open communication with the individual and/or family at all times.
- Establish and maintain a professional relationship and open communication with supervisor.
- **DOCUMENTATION**
- Complete contemporaneous documentation of delivery of identified services from the individual’s Habilitation goal plan.
- Prepare and submit all required paperwork, service documentation, timesheets and reports on a weekly basis.
- **JOB KNOWLEDGE:**
- Implement and provide direct services as identified in the Habilitation goal plan to individuals with developmental disabilities enrolled in the Home and Community Based Services (HCBS) Habilitation Program.
- Provide supervision, training and assistance to individuals in developing patterns of living, activities and routines which are appropriate to the individual's age and the practices of the surrounding community and which are consistent with the individual's interests and capabilities. Provide supervision, training and assistance to individuals in developing competency in personal hygiene such as bathing, toileting, dressing and grooming, as well as socialization skills and independent living skills development, etc.
- Provide supervision, training and assistance to individuals in developing basic skills in safety and/or in using public transportation.
- Visit a variety of sites to observe and develop possible volunteer opportunities for individuals with developmental disabilities.
- Transport program individuals in personal automobile and assist him/her into and out of motor vehicles, as necessary.
- **COMPLIANCE & ACCOUNTABILITY**
- Extensive travel throughout four counties; Broome, Tioga, Chenango & Delaware.
- Identify and report all suspicions or reports of abuse or incidents to the supervisor and participate in any investigations, as required
- Comply with all State & Federal regulations along with agency policy and procedures.

Southern Tier Independence Center, Inc. is an equal opportunity employer. It is our policy to hire the best qualified applicant for the position, without regard to race, creed, color, national origin, age, disability, marital status, gender, religion, veteran status, sexual orientation, genetic disposition or carrier status.

