

**DESCRIPTION:** Under immediate supervision, incumbents provide direct care for individuals served with developmental disabilities related to personal hygiene such as grooming, meals and dressing. Provides behavioral training following written plans. Establishes and maintains a safe, clean working environment; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first level in the series of three (Technician I, Technician II, Shift Supervisor). This class is entry level and primarily used for positions which perform only the most basic direct care tasks **OR** for positions which work on a temporary basis. Incumbents are expected to successfully complete Basic Support class within 120 days and facility training requirements within 6 months of employment.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Performs fundamental developmental care related to individual personal hygiene, grooming, meals, and dressing.

Conducts behavior training following written plans designed by professional staff.

Initiates and maintains an active environment to provide supervision/interaction to individual during supplemental activities designed to maintain and expand individual's skills.

Participates in discussions with Interdisciplinary Team members related to adjustments of medical and behavioral treatment approaches.

Establishes and maintains a safe, clean working environment, e.g. cleans spills, makes beds.

Records information related to the individual's activities in writing.

Attends in-service training related to continued employment and skill development.

Assists individual's with food preparation, food service, and laundry services including operation of an automatic dishwasher, washer and dryer, folding and storage.

Insures that each individual is safe and free from harm and that needs of each individual are identified and met; monitors physical environment and takes necessary action to ensure safety, a sanitary environment and compliance with State and Federal Standards; works cooperatively with investigators in resolution of abuse/neglect cases.

Responsible for notifying appropriate personnel of problems related to resource allocation or the physical living environment to ensure their resolution.

Recognizes emergency situations and reacts in a professional manner to provide guidelines. Maintains a positive attitude to support individuals served and staff.

Transport individuals into the community on trips, leisure, or medical appointments.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Skill in: active listening, and communicating clearly with others

Ability to: effectively communicate; develop effective working relationships with staff and individuals; provide quality daily care to individuals; complete courses and competency evaluations; document treatment/training plans; count accurately and record numerical and alphabetical data; observe, recognize, report on physical status; demonstrate proper lifting, including a buddy lift, within a weight range of 50 to 200 lbs to heights of 36 inches; lift, bend, push and/or pull 50 pounds on a continual basis; provide quality day care to individuals; implement written treatment/training plans with supporting written record keeping; work regularly scheduled shifts with predictable attendance; work overtime up to and including entire shifts

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Be at least 18 years of age, and possess a valid driver's license.

**SPECIAL NOTES:**

These positions are subject to call back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.)

Positions classified to this class may be exposed to infectious waste, diseases and blood and airborne pathogens such as TB, HIV and Hepatitis.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).