

DESCRIPTION: Under general supervision, performs para-professional work consisting of assisting with planning, coordinating, organizing, monitoring, and conducting active treatment activities provided to clients, residents, members, or patients residing in State owned facilities to comply with Title XIX. These services include, but are not limited to: day services, wellness, community integration, recreational services and vocational services. Incumbent assists with training and guiding direct care staff and para-professional staff in carrying out active treatment activities; 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 class is the 1st level in a series (Active Treatment Program Assistant, Specialist, Supervisor, and Manager). Incumbents are responsible for assisting with planning and carrying out activities, programs, and curriculum developed by the Active Treatment Program Specialist and documented in the Individual Program Plan (IPP). The focus is designed to achieve client, patient, or member community integration and on utilizing community resources first and filling in with campus resources.

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.)

Assists in planning, developing, organizing, and conducting active treatment activities to expand the individual's knowledge to enable them to gain a job or participate in activities preferably in the community or other integrated settings.

Follows formal and informal activity curriculum, based on IPP, to carry out the individual's program that ensures meaningful activities.

Assists in creating and implementing active treatment activity schedules for each individual.

Assists in developing learning opportunities in multiple settings, beginning in the community.

Maintains working knowledge of IPP for consistency of habilitation.

Observes individuals' interactions annually, or more frequently as needed, during vocational and/or recreational activities to assess his/her ability to perform the activity/task and their desire to be involved with the activity/task, to ensure they reflect current status.

Collaborates with all team disciplines to meet goal of developing independence for individuals served.

Compiles progress reports and input for presentation to team.

Records data on individuals served and assists with analysis for team review.

Analyzes and monitors collected data to modify active treatment activities in support of formal habilitation programs.

Provides training and guidance to staff and individuals served in carrying out active treatment activities.

I76460 – ACTIVE TREATMENT PROGRAM ASSISTANT (continued)

Transports clients, residents, members, or patients to and from active treatment activities.

Oversees use and care of habilitation area, equipment and supplies used for activities within an assigned area.

Requisitions materials for active treatment activities.

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

Knowledge of: methods for planning and conducting active treatment activities; labor laws; OSHA regulations; intellectual or other developmental disabilities; goals of individual and group active treatment services; applicable state, federal and Medicaid standards, policies and procedures; the aspects of intellectual or other developmental disabilities and/or mental illness and their associated behaviors; the principles and practices of active treatment concepts; behavioral intervention/management principles, processes and/or procedures; individual rights and needs; principles and methods for curriculum and training implementation; problem solving and planning techniques; Title XIX regulations specific to the Active Treatment Program.

Skill in: interpreting individual program plans; listening and understanding; problem solving; fostering and maintaining interpersonal relationships; time management and organization of work; crisis intervention; communicating information so others will understand; performing follow-up activities; coaching and training staff and clients served; observing, documenting, and implementing active treatment services.

Ability to: adapt the program to the changing needs of the individuals and staff; obtain and maintain individuals' interest and participation in activities; document and maintain records and compile reports; foster and maintain effective working relationships with community partners, parents, guardians, and/or family of individuals served; instruct staff and individuals served how to perform activities; collect and analyze information; assist in planning/organizing/evaluating work as it relates to the overall goals and mission of the program; interact with survey team; use personal computers and associated software including word processing, spreadsheet, database, and electronic communication applications.

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

Post high school coursework/training in human services or related field, AND experience working with individuals who have a developmental or intellectual disability. Must possess a valid driver's license to perform work-related travel, such as transporting clients.

SPECIAL NOTES:

Specific positions in this class are required to obtain Mandt certification and successfully complete the training necessary to independently support residents in habilitation activities.

State agencies must evaluate each of their positions to determine their individual overtime eligibility status. FLSA regulations state positions cannot be exempted based on job title; rather the duties and responsibilities of each position must be evaluated by application of FLSA exemption criteria.