

DESCRIPTION: Under general supervision, develops and provides habilitative/treatment services to persons with intellectual or other developmental disabilities and/or mental illness. Incumbents assess strengths and needs of persons served, analyze progress, plan and facilitate active treatment, teach persons served and monitor the environment. Incumbents participate as an interdisciplinary team member, and are responsible for instructing staff in the support of persons served; 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 classification level of two in the Human Services Treatment Specialist class series. Positions in this class are differentiated from the Human Services Treatment Specialist II class in the absence of working with individuals served in community-based treatment settings. Positions in this class do not provide direct care services to clients located within a state owned 24-hour care facility; therefore, it is differentiated from the Psychiatric Technician and Mental Health Security class series.

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

Assesses and determines the strengths and needs of persons served and the effectiveness of habilitation/treatment programs to facilitate skill development and changes in the individual program plans.

Develops, writes, implements and revises habilitation/treatment plans and other written documents to facilitate and monitor learning and active treatment.

Uses instruction, modeling, coaching and other performance shaping methods to teach staff to provide effective techniques and opportunities for persons served.

Participates in the development and implementation of the individual program plan for an assigned caseload of individuals.

Communicates with other facility staff and/or interdisciplinary team members to coordinate activities and facilitate individual program planning.

Teaches persons served new skills, facilitates generalization of skills to new situations and makes recommendations for supports and environmental modifications to promote inclusion of persons served in any environment.

Observes client's behavior and participation in treatment program activities.

Completes paperwork and forms as needed, arranges environment and assembles materials and supplies and obtains equipment and transportation to meet individual program needs.

May serve as habilitation/treatment plan coordinator to ensure timely and comprehensive receipt of care and to facilitate communication among disciplines providing care.

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

Knowledge of: the aspects of intellectual or other developmental disabilities and/or mental illness and their associated behaviors; the principles and practices of active treatment concepts; the rights of individuals served; human behavior and performance; modern behavior modification principles and practices; principles and methods for curriculum and training design; group behavior and dynamics; the principles of English composition including grammar, spelling and punctuation; academic, vocational, social and recreational/leisure activities or treatment areas.

Skill in: coaching and demonstrating training techniques to co-workers and clients served; identifying and assessing individual strengths and needs; problem solving; time management and organization of work; communicating information so others will understand; listening to and understanding information received from others.

Ability to: learn and apply applicable state, federal and Medicaid standards, policies and procedures; communicate effectively with staff members and persons served; foster and maintain working relationships; work with minimal supervision; read and interpret instructions, manuals, documents, and other literature; write and complete reports; develop habilitation/treatment plans using effective treatment strategies; evaluate progress of individuals served; encourage individual independence and maintenance of skills; calculate solutions to arithmetic problems involving addition, subtraction, multiplication, division, fractions, decimals and percentages; monitor and analyze documents.

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

Bachelor's degree in a human services field such as psychology, sociology, special education, counseling, human development, education or speech communication AND experience working with, and applying treatment and habilitation programs for persons with intellectual or other developmental disabilities and/or mental illness. Equivalent education and/or experience may substitute for the educational requirement on a year-for-year basis.

SPECIAL NOTE:

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).