

Click one of these links to see the Job Description for that class:

Job Code	Title
P76251	<a href="#">Developmental Disabilities Safety and Habilitation Specialist</a>
V76252	<a href="#">Developmental Disabilities Safety and Habilitation Supervisor</a>

## DEVELOPMENTAL DISABILITIES SAFETY AND HABILITATION SERIES

(P76251 - V76252)

### DESCRIPTION OF OCCUPATIONAL WORK

Positions in this series provide residential care, custody, and monitoring of individuals in a home designated as a Center for the Developmentally Disabled. Incumbents provide specialized residential services designed to provide a structured, therapeutic environment for individuals with high risk, challenging behaviors.

### Developmental Disabilities Safety and Habilitation Specialist

**P76251**

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

Under general supervision, provides residential care, custody, and monitoring of individuals in a home designated as a Center for the Developmentally Disabled. Incumbents provide specialized residential services designed to provide a structured, therapeutic environment for individuals with high risk, challenging behaviors. These specialized services include habilitation, security, treatment of behaviors through behavior support plans, mental health care, and other supports necessary for each individual to realize their personal goals related to treatment and habilitation. They observe, report, and record individual/group behavior and activities and implement interventions as authorized; performs related work as assigned.

Incumbents perform the full range of care, custody, and monitoring duties for individuals in a home designated as a Center for the Developmentally Disabled, according to pre-determined instructions and prescribed by standards and procedures. The full range of duties may include organizing or leading group/individual activities, providing input into treatment plans, conducting admission and other procedures and other duties as assigned.

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.)

Participates in the Interdisciplinary Team meeting by providing input into habilitation and behavioral support treatment plans.

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

Interacts with individuals to instruct, orient, and assist with program goals including following, conducting and running individual behavior modification plans and habilitation plans as they are written.

Conducts behavioral training following written plans designed by professional staff.

Ensures 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.

Monitor the safety and security of individuals residing within the home while escorting individuals on outings.

Perform security and safety procedures, including photographing, ward walks, room sweeps, room searches and personal searches.

Maintain therapeutic relationships with individuals with acceptable boundaries, communication, and teaching techniques while treating the individual with dignity and respect and ensuring their rights are protected.

Interacts with individuals in care to instruct, orient and assist individuals with program goals; report and/or document care delivery and observations.

Provide, monitor and assists individuals with care; administers medication and first aid, takes vital signs, lifts and repositions individuals, monitors and assists with personal care and hygiene.

Responds to emergency or crisis situations and intervenes in verbal disputes and/or provides physical intervention that includes restraining individuals.

Maintains a positive attitude and provides support to staff and individuals served.

Notifies appropriate personnel of problems related to resource allocation or the physical living environment and ensures resolution.

Escort and transport individuals to appointments and activities inside or outside the home.

Plans, organizes, leads, and participates in individual and group recreational, vocational, educational, and therapeutic activities.

Provides input into treatment plans.

Participates in team meetings and activities.

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

Knowledge of: security measures required in the care of high risk individuals with developmental or intellectual disabilities; techniques of caring for individuals with physical and/or intellectual disabilities; general human behavior and performance; general developmental care skills; principles and methods for instructing individuals and groups.

Skill in: listening and understanding; communicating effectively as appropriate for the intended audience; being aware of others' reactions and understanding why they react as they do; teaching others.

Ability to: interpret and follow instructions; prepare reports; carry out/implement written treatment, training, habilitation, and behavior support plans and nursing procedures as prescribed; administer medications, make decisions and act quickly in situations involving individual care or safety; communicate with co-workers, management and individuals served; maintain individual records and charts; document treatment/training plans; count and record numerical and alphabetical data; provide quality daily care to individuals served; observe, recognize and report on physical status; demonstrate proper lifting including, lift, bend, push and/or pull 50 pounds on a continuous basis to assist clients in meeting their needs and maintaining safety within the home.

[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 19 years of age to work with adults; be at least 21 years of age to work with adolescents.

[SPECIAL NOTES:](#)

Incumbents are required to work regularly scheduled shifts with predictable attendance and work overtime up to and including entire shifts.

Incumbents are required to have the ability to lift, bend, push and/or pull 50 pounds on a continuous basis to assist clients in meeting their needs and maintaining safety within the home.

Must successfully complete a prescribed physical examination.

Incumbents must complete a state approved medication aide course and successfully pass a written and clinical competency exam administered by the State of Nebraska and be placed on the State of Nebraska Medication Aide Registry as a condition of continued employment.

Incumbents are required to possess a valid driver's license to perform work-related travel for individuals served.

[Return to Specification List](#)

## **Developmental Disabilities Safety and Habilitation Supervisor**

### **V76252**

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

Under limited supervision, supervises a shift of Developmental Disabilities Safety and Habilitation Specialists who provide specialized residential services designed to provide an integrated, structured, therapeutic environment for individuals with high risk, challenging behaviors in a home designated as a Center for the Developmentally Disabled. Habilitation services are provided throughout each person's waking day, seven days a week as well as providing overnight awake supervision. Provide support, coaching, and mentoring to assigned staff. Incumbents maintain the safety of individuals served, staff, and the public by ensuring that an adequate number of trained staff is available to provide quality supports and services to individuals during required active treatment; performs related work as assigned.

This is the second level in a series of two (Developmental Disabilities Safety and Habilitation Specialist and Developmental Disabilities Safety and Habilitation Supervisor). The DD Safety and Habilitation Supervisor is distinguished from the Specialist by the performance of full supervisory duties for assigned Safety and Habilitation staff including hiring, training, coaching, mentoring, performance evaluation, pursuing disciplinary actions, and terminations. Incumbents provide a key role in managing activities throughout the day in a variety of settings to maintain the safety of individuals served, staff, and the public and ensure the provisions of active treatment are completed.

This class series is distinguished from the Developmental Technician series by the population served. Individuals residing at the Center may have complex needs/issues resulting from dual diagnosis of intellectual disability and mental health diagnosis. They have special risk issues which must be managed with supervision and specialized supports. Specialized services include treatment of the challenging behaviors, mental health care, habilitation services, and the supports necessary for each person to realize individual goals related to treatment and habilitation.

[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 personnel functions for assigned DD Safety and Habilitation Specialists staff including participating in hiring, assigning/recommending/issuing disciplinary actions including suspensions and terminations, providing on-the-job training and regular performance feedback, and preparing, evaluating, and conducting performance evaluations; provides comprehensive information to Human Resources representatives during the formal discipline process.

Prepares bi-weekly staffing schedules for shift supervised. Ensures that an adequate number of trained staff is available to provide quality supports and services to individuals; distributes completed schedule per contract stipulations. Notifies appropriate personnel of problems related to resource allocation or the physical living environment to ensure their resolution.

Develop vocational, volunteer, and/or recreational opportunities for individuals served within the guidelines of the Individual Personal Plan.

Leads and monitors provision of active treatment and schedules of activities for individuals ensuring activities are coordinated as written in the individuals' personal care plans. Conducts and implements individual behavior modification plans and habilitation plans as written.

Transport individuals into the community for vocational and recreational activities, or medical appointments.

Prepare various reporting documents such as active treatment observations, workers compensation forms, environmental assessments, general events, fire and storm safety drills, and end of shift information per State and federal regulations.

Communicates with Interdisciplinary Team to report treatment progress, effectiveness of interventions, concerns with safety and habilitation, staff training issues, and recommend improvements and solutions.

Complete initial collection and review of evidence related to abuse/neglect allegations; prepares associated investigation statements which is submitted to the agency.

Administers medications and treatments, performs and/or monitors individual's personal hygiene and maintains a safe working environment.

Ensures that human and legal rights of the individual are protected, that the needs of each individual are identified and met, and that each individual is safe and free from harm; monitors physical environment and takes necessary action to maintain a safe and sanitary home, in compliance with State and Federal Standards.

Maintains compliance with all Federal, State, and local rules, regulations and standards including the Title 404 of NAC, DDSA, NMAP, Title XIX of the Social Security Act, including section 1915© of the SSA (Medicaid HCB Waiver); 42 CFR.180 and Part 441, Subpart G; and HHSA (Neb. Rev. Stat § 81-3110 to 81-3124).

Recognizes and responds to emergency/crisis situations requiring medical, behavioral, or safety interventions; immediately implements interventions, documents actions taken, and notifies guardians, Administrator On-Call, Service Coordinators, and family.

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

Knowledge of: security measures required in the care of high risk individuals with developmental or intellectual disabilities; techniques of caring for individuals with physical and/or intellectual disabilities; general human behavior and performance; general developmental care skills; principles and methods for instructing individuals and groups.

Skill in: organizing and prioritizing work; listening and understanding; communicating effectively as appropriate for the intended audience; being aware of others' reactions and understanding why they react as they do; teaching others.

Ability to: plan, assign, direct and evaluate the work of staff; learn, apply and enforce agency and facility policies, rules, and regulations; prepare reports; carry out/implement written treatment, training, habilitation, and behavior support plans and nursing procedures as prescribed; administer medications, make decisions and act quickly in situations involving individual care or safety; communicate with coworkers, management and individuals served; maintain individual records and charts; document treatment/training plans; count and record numerical and alphabetical data; provide quality daily care to individuals served; observe, recognize and report on physical status; demonstrate proper lifting including lift, bend, push and/or pull 50 pounds on a continuous basis to assist clients in meeting their needs and maintaining safety within the home.

**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 19 years of age to work with adults and at least 21 years of age to work with adolescents AND one year experience providing direct care support to individuals with development/intellectual disabilities or experience leading, monitoring or supervising a team.

**SPECIAL NOTES:**

Incumbents are required to work regularly scheduled shifts with predictable attendance and work overtime up to and including entire shifts.

Incumbents are required to have the ability to lift, bend, push and/or pull 50 pounds on a continuous basis to assist clients in meeting their needs and maintaining safety within the home.

Must successfully complete a prescribed physical examination.

Incumbents must complete a state approved medication aide course and successfully pass a written and clinical competency exam administered by the State of Nebraska and be placed on the State of Nebraska Medication Aide Registry as a condition of continued employment. Incumbents must also maintain listing on the Medication Aide Registry during the course of employment.

Incumbents are required to possess a valid driver’s license to perform work-related travel for individuals served.

[Return to Specification List](#)

**SPECIAL NOTES APPLICABLE TO ALL LEVELS:**

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).

**Established: 06/13**

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
Special Notes for both levels	Added special notes for both levels	4/27/2023