



Big Lake Country Club
PO Box 520069
Big Lake, AK 99652
Office: (907) 892-6944 / Fax: (907) 892-6945

Day Habilitation Specialist Job Description

Position Title: Day Habilitation Specialist
Job Levels: N/A
Classification: Non-Exempt
Approved by: L. Plettner

Reporting Relationships

Position Reports to: Administrator, Administrator Designees, Day Habilitation Program Manager
Positions Supervised: N/A

Position Purpose

The primary purpose of the day habilitation specialist is to provide community-based habilitation services to recipients. This position is highly concerned with ensuring the ongoing safety of all clients and staff, including adherence to all applicable federal, state, local, safety and health, fire and life safety, and sanitation regulations/laws. This position actively addresses each recipient's service plan in a community based setting—i.e. recreational, educational, cultural community activities. In addition, this position proactively assesses, maintains, and works to improve client service and wellbeing.

Essential Functions and Basic Duties

- Familiarizes self with consumers' ISP's, day hab plans and behavior plans to determine likes, dislikes, wants and needs in order to effectively deliver services.
- Works with the consumer, family, care coordinator and other members of the team to identify the consumer's likes, dislikes and strengths along with long term goals.
- Implements day hab plans for each consumer based on his or her valued outcomes.
- May assist in planning activities that maintain age appropriateness and dignity, which focuses on independence, integration and productivity.
- Assists Day Habilitation Program Manager in establishing a weekly activity schedule for all consumers and staff.
- Reports any difficulties, conflicts or problems to the Day Habilitation Program Manager in a timely manner.
- Provides assistance to other Day Habilitation Specialists as needed to clarify the delivery of individualized care to consumers.
- Acts as a liaison with churches, clubs and other groups or organizations to develop natural supports for the consumer in the most integrated environments possible in the community.
- Attends and participates in all required training and meetings for programs and consumers.
- Provides direct care, as needed, i.e. ADL skills.
- May act as site Day Habilitation Program Manager in his/her absence.
- Must be able to work flexible hours.
- Must be able to transport self and consumers in an Agency provided vehicle and/or own vehicle.
- Must maintain any required licenses and/or certifications.



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- Supports the Goals and Mission of Big Lake Country Club.
- Ensures that communications and personal performance reflect the Agency's commitment to teamwork, compliance with policies and procedures and respect for consumers and staff.
- Exercises computer and office technology expertise that is required to fulfill job responsibilities and assignments.
- Attends and participates in required BLCC meetings, staff development and training programs.
- Establishes and provides clear and legible documentation and compliance records required by Big Lake Country Club and other government agencies.
- Provides other job-related support and services as required or assigned by management.

Education/Knowledge/Experience Requirements

- Associate degree in human services or other related field and two years of related experience.
- Combination of education and experience, which in the judgment of the employer, equals above standards.
- Demonstrated knowledge and understanding of mental retardation and other developmental disabilities and principles to promote skills development.
- Demonstrated excellent written and verbal communication skills.
- A valid Alaska driver's license and a driving record acceptable to the Agency's insurance carrier.

ADA-Related Information

Physical Activities and Requirements

Physical Effort	Rarely	Occasionally	Frequently	Continuously
1. Sitting		X		
2. Standing			X	
3. Walking			X	
4. Bending Over		X		
5. Crawling	X			
6. Climbing	X			
7. Reaching Overhead		X		
8. Crouching	X			
9. Kneeling	X			
10. Balancing		X		
11. Pushing & Pulling		X		
12. Talking			X	
13. Repetitive use of hands/arms		X		
14. Repetitive use of legs		X		
15. Grasping		X		



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16. Lifting				
10 lbs or less			X	
11 to 25 lbs			X	
26 to 50 lbs		X		
51 to 75 lbs	X			
Over 100 lbs	X			
17. Carrying				
10 lbs or less			X	
11 to 25 lbs			X	
26 to 50 lbs		X		
51 to 75 lbs	X			
Over 100 lbs	X			
18. Eye/Hand coordination			X	
19. Fine manipulation			X	

Mental Activities and Requirements

Mental Effort	Rarely	Occasionally	Frequently	Continuously
1. Thinking analytically			X	
2. Communication				
Using effective verbal communication				X
Using effective written communication				X
3. Handling stress & emotions				X
4. Concentrating on tasks				X
5. Remembering names				X
6. Remembering details				X
7. Making decisions				X
8. Adjusting to changes			X	
9. Examining/observing details			X	
10. Discriminating colors			X	

Performance Requirements

Performance	Rarely	Occasionally	Frequently	Continuously
1. Attendance				
On Call				X
Irregular Hours (Evening, Weekends)				X
Maintaining Work Schedules				X
2. Attending work-related			X	



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meetings				
3. Directing others			X	
4. Handling Confidential Information				X
5. Remembering names				X
6. Remember details				X
7. Making decisions				X
8. Adjusting to changes			X	
9. Staying organized				X
10. Using math/calculations		X		

Working Conditions (Environmental Factors)

Environmental Factors	Rarely	Occasionally	Frequently	Continuously
1. Inside				
Hot/Heat	X			
Cold	X			
2. Outside				
Hot Temperature	X			
Cold Temperature			X	
Humid	X			
3. Hazards				
Biological		X		
Chemical		X		
Electrical	X			
Radiation	X			
Sharp Objects/Tool		X		
Heavy Machinery	X			
Other	X			
4. Unprotected Spaces				
High Places/High Heights	X			
Constricted Spaces (underground)	X			
5. Dirty (Soil)		X		
6. Dry			X	
7. Fumes, Gases, Odors, Dust	X			
8. Grease, Oil, Mud	X			
9. Moving Mechanical Parts	X			
10. Noise	X			
11. Hot Temperature (Devices)				
Burners	X			
Flame Torches	X			



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12. Vibration	X			
13. Wet, Slippery Floors/Surfaces			X	
14. Working w/others				X
15. Working alone		X		

Intent and Function of Job Descriptions

Job descriptions assist organizations in ensuring the hiring process is fairly administered and qualified employees are selected. Job descriptions are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors, as deemed appropriate. In accordance with the American Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.