

Mental Health Association in Orange County, Inc.



HABILITATION SPECIALIST JOB POSTING

- I. Title:** Habilitation Specialist
- II. Reports to:** Hudson House Program Supervisor for all Hudson House (HH) duties **AND** Home and Community Based Services Manager (HCBS) for all Home and Community Based Services (HCBS) duties.
- III. Job Objectives:**
- Work as integrated team member at HH in all functions of the HH and HCBS Programs.
- Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and WELCOME Orange standards.
- IV. Qualifications:**
- Bachelor's Degree in related field
OR
High School Diploma or equivalent with 1 to 3 years of relevant experience working with individuals with Serious Mental Illness (SMI) and/or Substance Use Disorder (SUD).
 - Bi-Lingual (Spanish speaking) preferred.
 - Ability to work independently with minimal direct supervision.
 - Effective written and oral communication skills.
 - Must be organized, self-motivated and have the ability to coordinate multiple tasks simultaneously.
 - Ability to exercise sound judgment under crisis situations and to abide by regulations regarding confidentiality.
 - Valid Driver's License and ability to drive with current driving record acceptable for agency insurance coverage.
 - Must be clear and maintain an acceptable record under the Office of Mental Health (OMH) mandated criminal background check process.
- V. Hudson House Program Responsibilities:**
- Display active, meaningful and appropriate interactions with members at all times.
 - Facilitate daily scheduled rehabilitative groups and activities.
 - Research curriculum for rehabilitative groups.

- Create monthly travel activity calendar.
- Provide individual service planning and rehabilitation counseling for Hudson House members on the caseload.
- Assist with meal preparation, service meals and clean up.
- Complete transportation statistics
- Assist with maintaining all Hudson House forms such as:
 - Transportation logs
 - Sign in / Sign out sheets for meals
 - Attendance Records
- Actively promote and facilitate program participant's wellness and recovery.
- Complete Individualized Recovery Plan (IRP) and progress notes.
- Maintain charts to ensure HIPAA compliance.
- Complete all required program paperwork in an accurate, thorough and timely manner.
- Transport members by either driving agency vehicle or utilizing own vehicle as needed.
- Manage caseload to maximize units of service.
- Assume necessary job responsibilities of other Hudson House staff as needed.
- Provide data entry in Foothold Technology for HH.

VI. HCBS Responsibilities:

As part of a client centered plan of care, provide and document the following types of support to individuals in the program:

- Instruction in accessing and using community resources such as transportation, translation, and communication assistance as identified as a need in the plan of care and services to assist the participant in shopping and performing other necessary activities of community and civic life, including self-advocacy; for example, coordinating and helping to secure TTY services, language bank services, or other adaptive equipment needs
- Instruction in developing or maintaining financial stability and security (e.g., understanding budgets, managing money, and the right to manage their own money). Assistance in developing financial skills through instruction of budget development, money management skills, and self-direction with regards to managing own funds and relapse triggers. (Specifically, if a resident has a representative payee, one goal must be to develop skills to manage more independently)
- Skill training and hands-on assistance of instrumental activities of daily living, including assistance with shopping, cooking, cleaning, and other necessary activities of

- community and civic living (voting, civic engagement via community activities, volunteerism)
- Habilitation/Residential Supports provide onsite modeling, training, and/or supervision to assist the participant in developing maximum independent functioning in community living activities. The on-site modeling, cueing, and /or instruction and support may assist participant in developing maximum independent problem-solving, interpersonal, communication, and coping skills, including relapse prevention planning, integration/adaptation to home/community, on-site symptom monitoring, and self - management of symptoms
 - Facilitation of family reunification through coordination of family services as applicable and self-advocacy instruction. The goal would be to facilitate communication with family members/natural supports to encourage the development of recovery support plans, i.e., medication compliance, ADL skills, and functional changes
 - Housing preservation and advocacy training, including assistance with developing positive landlord-tenant relationships, and accessing appropriate legal aid services if needed including skills to successfully live with roommates
 - Assistance with developing strategies and supportive interventions for avoiding the need for more intensive services such as inpatient detoxification, coordinating crisis services, and consulting with current service providers (including SUD providers, mental health providers, health care providers, family-friends-natural supports, parole-probation-drug courts, state vocational rehabilitation services and other stakeholders) to develop a plan for intervention
 - Assistance with increasing social opportunities and developing social support skills that ameliorate life stressors resulting from the participant's disability and promote health, wellness and recovery. For example, helping a participant to connect to community-based organizations based on participants' identified interests that are available to the public and promote recovery and social integration
 - Instruction in self-advocacy skills including activities designed to facilitate participants' ability to access social service systems (health care, substance abuse, employment, vocational rehabilitation, entitlements/benefits, self-help groups) and other recovery-oriented systems of care are included
 - Instruction in developing strategies to manage trauma induced behaviors and/or PTSD as per a Trauma Informed Assessment
 - Provide data entry into Foothold Technology for HCBS.

VI. Other Duties:

- Participate in MHA's committees as needed.
- Duties outlined above are intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

VII. Terms of Employment/Benefits:

- Non Exempt.
- Forty (40) hours per week (Flexible to cover program needs)
- Paid holidays, vacation, personal and sick leave according to MHA policy

Please send letter of intent and resume to:
Kelly Czvik
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73 County Highway 108
Middletown, NY 10940
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or email to kczyk@mhaorangeny.com