



# DayHab Associate

**Job Code:** DHP - 104  
**Revision Date:** Dec 21, 2018

**Salary Range:**  
\$11.31 - \$18.51 Hourly  
\$904.80 - \$1,480.80 Biweekly  
\$23,529.00 - \$38,491.00 Annually

**FLSA:** Non-Exempt

## Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

## General Description

The purpose of this job is to provide habilitation services by assistance by providing educational, vocational, and other appropriate services that will help the individual achieve quality of life and community participation acceptable to the individual. Includes assessments, timely documentation, and submission of information. Responsible for the development of plan in coordination with consumer, service coordinators, and other significant ones for the consumers. The nature of the duties requires timely intervention and recurrent face-to-face contact with consumer, family, and service providers both at the clinic and in the community.

This class works under close to general supervision according to set procedures but determines how or when to complete tasks.

## Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Completes uniform Assessment of strengths/needs: initial contact via direct face to face or telephone within 10 days of assignment; 7days of discharge from inpatient setting; and within 21 days of discharge from inpatient setting involving stay of 30 days or more.
- Designated accountable for supporting and assisting identifies individuals and legally authorized representative (LAR), if any, in planning, coordinating, and monitoring services and supports.
- Ensures that a service plan is developed utilizing the Person Directed Planning process and in accordance with the evaluation. Plan will indicate desired and actual outcomes and specific services/supports to be provided. Treatment plan will be documented and developed w/consumer, family, and service provider.
- Complies with service coordination staff training requirements as per Texas Administrative Code.

- Participates in identified assigned functions in compliance with required Federal and/or state mandates and/or regulations.
- Prepares personalized trainings into client's level of capacity and work directly with clients and in a group setting performing varieties of activities such as Curriculum classes, Outing to the Community, and Arts and Crafts.
- Documents and inputs daily caseload information for accurate billing for client assistance.
- Summarizes clients' activities on weekly basis, describing their performance, progress on certain key points such as their Self-Help-Skills,
- Adaptive Skills, socialization Skills, and IP Skills Development.
- Performs other duties as assigned.

### **Minimum Education and Experience Requirements**

Requires High School graduation or GED equivalent supplemented by one (1) year of experience of case management, home care or closely related work; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

### **Required Knowledge and Abilities**

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

### **Physical Demands**

Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

### **Unavoidable Hazards (Work Environment)**

- None

### **Special Certifications and Licenses**

- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

### **Americans with Disabilities Act Compliance**

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Other Job Characteristics**

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

**Note:** This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.