



Job Title: Direct Support Professional -Community Habilitation **Department:** Services
Reports to: Assistant Director of Community Habilitation **Status:** Part-Time
FLSA Classification: Non-Exempt **Supervisory Duties:** None

Objective:

The Mill Neck Family of Organizations is looking for a Community Habilitation Worker to assist in providing care to individuals with developmental disabilities based on their individualized service plans and valued outcomes by performing the following duties.

Duties and Responsibilities:

- Provides individualized care to individuals with developmental disabilities.
- Helps individuals with activities of daily living.
- Assists individuals with proper maintenance of living area.
- Guides individuals in leisure activities.
- Helps individuals with all chores necessary to maintain as normal a living environment as possible, i.e., laundry and housekeeping.
- Performs work in accordance with appropriate procedures under the supervision of the Director of Community Habilitation and Social Work Supervisors.
- Supervises individual in their care at all times.
- Completes all necessary checklists and paperwork as required.
- Provides needed programmatic information at all program meetings, both in and out of the Community Habilitation Program.
- Maintains a case load of individuals
- Coordinates and attends all individuals' Life Plan, Community Habilitation and/or Special Team meetings.
- Participates in establishing new goals with individuals.
- Reports accidents and suspected abuse as required by law.
- Performs all other duties as assigned by the Assistant Director of Community Habilitation.
- Any other duties as outlined by your supervisor



Education and/or Experience:

- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Initiative - Asks for and offers help when needed; Shares hobbies and skills that could benefit and enrich the program.
- Willingness to learn and communicate in American Sign Language
- Valid Driver's License
- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Mill Neck Family of Organizations is made up of a group of nonprofits, including Mill Neck Foundation, Mill Neck Manor School for the Deaf, Mill Neck Services, Mill Neck Interpreter Service, and Lutheran Friends of the Deaf. Each organization is dedicated to creating a world in which Deaf and Hard of Hearing individuals are included, empowered, celebrated, and embraced as equals through quality education, sign language, employment, audiological, spiritual and habilitation services. If you are passionate about equality, collaboration, and empowerment- our team is the right fit!

Mill Neck Family of Organizations is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Email your cover letter and resume to: Careers@millneck.org

