



**Job Title:** Per-Diem Community Habilitation Worker

**Department:** Services

**Reports to:** Executive Director of Services

**Status:** Part-time

**FLSA Classification:** Exempt

**Supervisory Duties:** No

**Objective:**

The Mill Neck Family of Organizations is looking for an experienced Community Habilitation Worker to provide care to individuals with developmental disabilities based on their individualized service plans.

**Duties/Responsibilities:**

- Essential Duties and Responsibilities include the following. Other duties may be assigned.
- 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 individuals in their care at all times.
- Completes all necessary checklists and paperwork as required.
- Coordinates and attends all individuals' Life Plan, Community Habilitation and/or Special Team meetings when asked.
- Participates in establishing new goals with individuals.
- Reports accidents and suspected abuse as required by law.



### **Required Skills and Abilities:**

- 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.

### **Education and Experience:**

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.'

### **How to apply:**

Please apply by sending your resume to [careers@millneck.org](mailto:careers@millneck.org) and listing the position you are applying for in the subject line. Please be sure to note your salary expectations. We'd love to hear more about you and your passion for our company so please feel free to send a letter, video, comic monologue, or whatever best showcases you. Thank you for your interest in working with us!

**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.