

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 3930100

Habilitation Specialist 1, Grade 14	3930100
Habilitation Specialist 2, Grade 17	3930200

Brief Description of Class Series

Habilitation Specialists perform a variety of tasks and activities to assist and support individuals with intellectual and/or developmental disabilities in acquiring, retaining, and improving the self-help, socialization, and adaptive skills necessary to live successfully in home and community-based settings. Incumbents work directly with individuals to help them lead better lives; develop and implement person-centered plans for habilitation services, including community habilitation, day habilitation, residential habilitation in certified sites, pathway to employment, pre-vocational services, and supported employment; assist in setting goals; and monitor individuals' progress in achieving their valued outcomes.

Positions are classified in the Office for People With Developmental Disabilities.

Distinguishing Characteristics

Habilitation Specialist 1: full performance level; instructs and supports individuals with intellectual and/or developmental disabilities in developing and/or enhancing life skills; develops, implements, and modifies habilitation plans to help individuals achieve their valued outcomes; provides training to direct care staff in the implementation of habilitation plans; and may supervise direct care staff.

Habilitation Specialist 2: supervisory level; supervises two or more Habilitation Specialists 1; and provides specialized guidance and training to staff involved in the delivery of habilitation services and programs.

Related Classes

Developmental Assistants are directly involved in the active treatment and habilitation of individuals with intellectual and/or developmental disabilities; supervise and work with staff to motivate and attend to individuals' personal daily living needs; perform a variety of functions and tasks in community-based or developmental center

settings; serve as members of residential and program planning teams; and assist in the resolution of non-routine problems in the program areas under their supervision.

Direct Support Assistants provide person-centered services and supports to individuals with intellectual and/or developmental disabilities in residential and/or program settings; assist individuals to learn and develop daily living skills and habits and take care of their personal needs; advocate for, encourage, guide, and teach individuals to express personal choice; and ensure community integration, health and safety, and a comfortable home environment for individuals.

Illustrative Duties

Habilitation Specialist 1

Instructs and supports individuals in developing and/or enhancing life skills necessary to live more independently in home and community settings; and develops, implements, and modifies habilitation plans to help individuals achieve their valued outcomes.

- Collaborates with individuals, family members, advocates, care managers, and service providers to determine strategies for service delivery (e.g., skill acquisition/retention, staff supports, and/or exploration of new experiences); and attends Life Plan meetings to assess the effectiveness of habilitation plans and services and establish objectives.
- Assesses individuals' skill levels in relation to their valued outcomes and identifies appropriate methods to teach and assist individuals in acquiring, improving, and maintaining life skills.
- Communicates with treatment team members and gathers information to plan and/or modify services to meet individuals' needs.
- Implements appropriate safeguards and protective oversight measures to ensure the health and welfare of individuals while participating in programs and services.
- Monitors, records, and measures individuals' progress in reaching their goals, including accomplishments and challenges; and modifies habilitation plans to ensure continual progress, prevent regression, and meet individuals' needs.
- Schedules, transports, and assists individuals in participating in community inclusion activities and building relationships.
- Completes and maintains habilitation records and required documentation in accordance with agency standards.

- Monitors and trains direct care staff in the implementation of habilitation plans; and may perform the full range of supervisory duties over direct care staff.

Habilitation Specialist 2

In addition to performing the tasks and activities of a Habilitation Specialist 1, supervises Habilitation Specialists 1 and other staff in the implementation of habilitation plans and the administration of habilitation programs.

- Determines staff schedules and assignments; ensures adequate staffing levels; monitors and tracks time and attendance; completes performance evaluations; and provides staff training and guidance.
- Reviews documentation completed by staff to ensure compliance with applicable agency standards and requirements.
- May supervise day-to-day operations in the absence of the site supervisor.

Minimum Qualifications

Habilitation Specialist 1

Open Competitive: a bachelor's degree in a human services field.

Habilitation Specialist 2

Promotion: one year of service as a Habilitation Specialist 1.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 10/2022

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