

## Brighter Day, Inc. Job Description

Job Title:        Habilitation Training Specialist (HTS)  
Reports to:       Habilitation Training Specialist Supervisor (HTSS)  
                      or Program Coordinator  
Date:             September 2, 2003

### *Summary*

Under direction, provides services which enable clients to attain and maintain the highest level of independence possible.

### *Responsibilities and Duties*

1. Provide needed assistance to clients in the following areas:
  - a. Hygiene, toileting, dressing, and other areas of daily living.
  - b. Cleaning and organizing the client's home and yard.
  - c. Preparation of meals.
  - d. Caring for the client's clothing and ensuring that the client is properly dressed.
2. Provide required assistance in the administration of medications and document as required by the client's IHP.
3. Read, understand and follow the client's Individual Habilitation Plan (IHP).
4. Transport clients.
5. Provide assistance and encouragement in activities and ensure attendance in activities required by the client's team and set down in an Activities Calendar.
6. Paperwork –Incident reports, progress notes, medical records, charting, time sheets, mileage forms, other?
7. Reliable. Must be on time for shifts and prepared to work assigned hours.
8. Advocate for the client.
9. Other duties as assigned by the supervisor.

### *Requirements*

Equipment:       Safe and reliable vehicle in good repair. A current driver's license and Insurance Verification are also required.

Background:     An acceptable OSBI, good driving record and no history of abuse, neglect or exploitation are required.

Training:        Must be able to speak English well enough to assist an individual in daily communication.  
                      Must secure required training and keep all certificates current.

Physical:        Must be able to stoop, twist and bend, stand for extended periods. Must also be able to independently pick up and transport objects weighing 50 pounds or more, assist an adult weighing as much as 180 lbs to get up off the ground with little assistance from the individual, and lift and move a person weighing as much as 180 lbs with assistance from one other person.



5043 South 33<sup>rd</sup> West Avenue  
 Tulsa, OK 74107  
 Phone (918) 446-9994

## APPLICATION FOR EMPLOYMENT

**Please complete all information in its entirety.**

(Read the minimum requirements for the position before filling out this application.)

### PERSONAL INFORMATION

Last Name			First	Middle	Current Date	
Any other names needed to verify contents of this application					Social Security Number	
Present Address - Street			City		State	Zip
Phone / Cell Phone			If other than yours, whose?		Are you 21 years of age or older? If no, how old?	

### EMPLOYMENT DESIRED

Job wanted		Date you can start?	What wages do you expect?	
How did you hear of Brighter Day, Inc.?			Are you employed now?	
Have you ever applied here before?	If so, when?	Were you previously employed here?	If so, when?	
Do you have any relatives working here?	If so, who?			

### HOURS DESIRED:

Full Time

Part Time

Number of hours you would like to work each week: \_\_\_\_\_

Brighter Day has 3 basic shifts plus weekend hours. Shifts may vary depending on your work location, but there will usually be 3 shifts per day (7am-3pm, 3pm-11pm, and 11pm-7am) during the week and various weekend hours. Circle the shifts which you prefer. Brighter day does not assign any shifts on a permanent basis; assignments change as circumstances change.

7am-3pm      3pm-11pm      11pm-7am      Weekends

### REQUIRED TRAINING (Check those you have completed. Add expiration date where applicable)

#### Basics

- Foundations
- First Aid – expires \_\_\_\_\_
- CPR – expires \_\_\_\_\_
- M.A.T. – expires \_\_\_\_\_
- ETL

#### Residential Modules

- Ethical & Legal
- Nuts & Bolts
- Health & Safety
- Communication
- Skill Building
- Connections

#### Other

- 2-Day Overview
- Physical Assistance I
- Physical Assistance II
- Meal Time Challenges
- \_\_\_\_\_
- \_\_\_\_\_

## GENERAL INFORMATION

**Failure to completely and truthfully answer the following questions could result in an immediate termination of the employment process and prosecution for fraud as provided by law.**

We are required by State law and contract requirements to perform certain background checks on each individual employed by us. A yes answer does not necessarily prohibit your employment.

1. Have you ever been fired, discharged or asked to resign from any job? If yes, give details explaining situation.	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Have you ever been CHARGED with any crime other than minor traffic tickets? If yes, what was the disposition?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Have you ever been CHARGED with abuse, neglect, or exploitation of a person who was under your care? If yes, give details explaining situation.	<input type="checkbox"/> YES <input type="checkbox"/> NO

All direct care staff are required to transport clients in their personal vehicles. A perfect driving history is not required but staff must have a record that would demonstrate responsible driving practices.

4. Do you have a safe and dependable vehicle?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Do you have current liability insurance on this vehicle?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Do you have a current Oklahoma Drivers license?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Have you had any traffic tickets or vehicular accidents or had your license suspended in the last 5 years? If yes, give details explaining situation.	<input type="checkbox"/> YES <input type="checkbox"/> NO

### Health and safety information.

8. Is there any reason that you know of that you will need leave time in the next twelve months?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9. Will you abide by all safety rules of Brighter Day, Inc.?	<input type="checkbox"/> YES <input type="checkbox"/> NO
10. If injured, I authorize my employer to use best judgment for emergency treatment.	<input type="checkbox"/> YES <input type="checkbox"/> NO
11. In case of an emergency, notify:	
Name	Address
Home phone	Work phone
	Relationship

## MILITARY

Describe your duties and special training	Branch of Service
	Period of Activity
	Reserve Status

## EMPLOYMENT HISTORY

The enclosed "Employment Application Supplement" form requires a complete list of all employers, no matter when you worked for them or for how short a time. Complete that form now, and then complete the section below with additional information for employment during the past 10 years. Start with the most recent and work backwards. Account for all gaps in time. Use an additional sheet of paper if extra space is needed.

Name of Employer	Position Held	Salary	Reason for leaving
Name of Supervisor	Telephone		Eligible for rehire?

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## USE THE SPACE BELOW TO ACCOUNT FOR ALL GAPS IN EMPLOYMENT

Include start and end dates.


**PERSONAL REFERENCES** (Do not include past employers or relatives)

NAME	YEARS KNOWN	STREET ADDRESS	STATE	ZIP

**REMARKS**

List any comments or remarks not asked in the application that may be helpful in determining your ability to perform the job requested.


**EDUCATION**

School	Name and location of school	Years completed	Diploma/Certificates	Date
High School				
College				
Other				

Give a complete listing of all other training, certificates, and their expiration dates.

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**CERTIFICATION**

Please read before signing.

"I certify that all statements in this application, including the "Employment Application Supplement" form, are true and complete to the best of my knowledge and understand that if employed, misrepresentation or omission of facts requested is cause for dismissal.

I authorize investigation of all statements contained herein to give you any and all information concerning my previous employment, and release all parties from liability for any damage that may result from furnishing same to you.

I understand and agree that falsification or omission of facts on this application is cause for dismissal. I further understand and agree that if employed, employment is based on the ability to meet the minimum job requirements, satisfactory completion of all required training, and background checks satisfactory to the company."

Signature\_\_\_\_\_

Date\_\_\_\_\_

**FOR OFFICE USE ONLY**

Interviewed by\_\_\_\_\_

Date\_\_\_\_\_
