Epilepsy Foundation of Greater Southern Illinois
3515 North Belt West
Belleville, Illinois 62226

HAB TECHNICIAN JOB DESCRIPTION

JOB TITLE: Habilitation Technician

SUMMARY: The Habilitation Technician will be directly responsible for assisting with the services in the home and community of the CILA consumers.

REPORTS TO: Lead DSP, QIDPs, and Lead QIDPs

MAJOR RESPONSIBILITIES TO INCLUDE BUT NOT LIMITED TO:

Provide all 24 hour CILA consumers supervision at all times while on the EFGSI premises or in the community with EFGSI staff as assigned on the CILA schedule unless otherwise approved.

Implementing the strategies of the Implementation Strategies as well as the Positive Behavioral Implementation Strategy for each consumer in the residential sites.

Following universal precautions and infection control procedures, and maintaining health and safety standards as outlined in the program policies and procedures.

Assisting consumers in implementing and following scheduled activities.

Attending scheduled Provider Support Team meetings and mandatory in-services and training sessions.

Reporting all allegations of abuse and neglect immediately to the CILA Management Staff or On-Call Staff if the office is closed.

Monitoring the medical condition of the consumers and ensuring observations are documented and communicated to the nurse and Lead QIDP.

Providing transportation to appointments and other community activities.

Providing support, counseling and problem-solving assistance to consumers.

Assisting consumers in money management, personal banking and with retail shopping.

Assisting in consumers' integration into the community through their participation in support groups, church, volunteer participation and other memberships.

Completing incident reports, documenting incidents/injuries as soon as possible after the incident/injuries are observed or discovered, and notifying the nurse and Lead DSP.

Assessing the status (strengths/needs, level of functioning, disability, etc.) of new and current consumers so that a supports can be made if necessary.

Providing and ensuring accurate reporting and documentation of seizures and possible medication side effects.

Performing general and detailed housekeeping duties (i.e. vacuuming, dusting, sweeping and mopping, etc.) as needed/assigned, and assisting consumers in cleaning and maintaining their rooms.

Making clear, accurate and timely entries in the consumers' records concerning general issues, services provided, consumer's response to services, changes in a consumer's condition, and the response of the consumer to significant situations such as family visits, field trips, and activities, etc.

Assisting consumers as needed with personal hygiene and activities of daily living. This includes lifting and transferring consumers using wheelchairs.

Participating and assisting consumers in the monthly safety drills as well as their consumer trainings.

Monitoring and assisting in familiarizing new habilitation technicians to the work place, and assisting with training (OJT) of new habilitation technicians.

Notifying the Lead DSP/CILA Lead QIDP for violations of Category I, Category II and Category III infractions listed in the agency's "Employee Handbook."

May require long periods of standing (8-10 hour shifts minus lunch and break periods).

Completing other duties as assigned.

QUALIFICATIONS:

High School Diploma or equivalent and must be a Certified Habilitation Technician or have one year experience in direct client services with individuals with developmental disabilities, a valid Driver's License, and a working telephone number.

I HAVE READ AND RECEIVED A COPY OF THE ABOVE JOB DESCRIPTION:

_____	_____	_____
Name	Title	Date
_____	_____	_____
Witness	Title	Date

Reviewed/Revised in its entirety by Trudy L. Baxter, Executive Director on 08/17/2026