

Pathway: Human Services, Chemical Dependency Entry Level Position: Habilitation Coordinator

Tasks	Technical Skills	Workplace Skills	Degree Aligned
<p>Habilitation Coordinators maintain habilitation plans for residents and train/educate residential staff.</p>	<ul style="list-style-type: none"> •Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. •Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do. •Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. •Speaking — Talking to others to convey information effectively. •Coordination — Adjusting actions in relation to others' actions. •Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job. •Service Orientation — Actively looking for ways to help people. •Time Management — Managing one's own time and the time of others. •Persuasion — Persuading others to change their minds or behavior. •Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. 	<ul style="list-style-type: none"> •Assign work schedules, following work requirements, to ensure quality and timely delivery of service. •Inspect work areas or operating equipment to ensure conformance to established standards in areas such as cleanliness or maintenance. •Train workers in proper operational procedures and functions and explain company policies. •Observe and evaluate workers' appearance and performance to ensure quality service and compliance with specifications including competency checks. •Meet with managers or other supervisors to stay informed of changes affecting operations. •Inform workers about interests or special needs of specific groups. •Apply customer/guest feedback to service improvement efforts. •Resolve customer complaints regarding worker performance or services rendered. •Requisition necessary supplies, equipment, or services. •Analyze, record and report on personnel or operational data and write related reports. •Implement habilitation plans and collaborate as a member of the treatment team. 	<ul style="list-style-type: none"> •Human Services AAS •Chemical Dependency Counselor AAS