

Department of Developmental Services  
**Community State Staff Program**



For more information, visit: [www.dds.ca.gov/devctrs/dclnitiatives\\_community.cfm](http://www.dds.ca.gov/devctrs/dclnitiatives_community.cfm)

**BELEN HAVEN, II, INC.**  
**Position #472-083-8286-963**

**Classification(s): LICENSED VOCATIONAL NURSE**

**Work Hours:** AM, PM & NOC shifts available (0700-1530, 1500-2230, 2300-0700) Meals included in client activities

**Time Base:** FULL TIME AND HALF TIME

**Days Off:** ROTAIONAL WITH EVERY OTHER WEEKEND OFF

**Location:** 3044 German Street  
Fairfield, CA 94534

**Post Date: 7/31/2018**

**Final Filing Date: Until Filled**

**Information Session: None Scheduled at this time**

**Location: None Scheduled at this time**

**Conference Number: None Scheduled at this time**

**Position Description:** Following established standards and procedures, provides supervision, level of nursing care, support, and training to individuals with Developmental Disabilities, in a ARFPSHN home setting. Responds quickly and effectively in emergencies; Assist clients with all ADLs, medication and treatment administration and escorts to clinic appointments. Follow directions; keep appropriate records; develop clear and concise reports of incidents; keeps Home Administer abreast of significant changes that occur  
**(For complete duties, please see the duty statement on the following page)**

- Desirable Qualifications:**
- ❖ Experience working in an acute and/or skilled nursing environment.
  - ❖ Ability to coach and guide others to develop new skills or knowledge that will enhance their work.
  - ❖ Expresses a calm attitude and displays patience; tolerance; consideration of others.

**Who May Apply:** Any permanent full time or part time DC/CF employee who has passed their probation period in the classification advertised.

**Selection Process:** All applications will be screened and only the most qualified may be interviewed.

**How to Apply: Place the job title/classification and position number on your State Application (STD. 678) under Examination(s) or job title(s) and mail your application to:**

**Community State Staff Program  
Department of Developmental Services  
1600 9<sup>th</sup> Street (MS-Q)  
Sacramento, CA 95814  
Attn: Peggie McQuillan, Associate Personnel Analyst**

Application postmarked, personally delivered or received via interoffice mail after final filing date will not be accepted. Questions regarding your application, contact: (916) 322-7742. Questions regarding the Community State Staff Program Contact: Northern California (916) 654-2420 or Southern California at (714) 957-5593.

*"Enriching Services Through State Staff Expertise"*

DEPARTMENT OF DEVELOPMENTAL SERVICES  
COMMUNITY STATE STAFF PROGRAM  
BELEN HAVEN, II  
DUTY STATEMENT

**Employee Name:**

**Work Location:** BELEN HAVEN, II  
3044 German Street  
Fairfield, CA 94534

**Days Off:** Rotational with every other weekend off

**Work Hours:** NOC shift 2300-0700 (Meals considered activities)  
AM shift 0700-1530  
PM shift 1500-2330

**Classification:** VOCATIONAL NURSE

**Job Title:** House Staff

**GENERAL STATEMENT OF DUTIES:** Following established standards and procedures, provides supervision, basic level of general nursing care, support, and training to individuals with Developmental Disabilities, in a home setting. Participates as a member of the multidisciplinary team with the development of treatment plans and objectives from assessments of the clients. Mentors coworkers and motivates clients to develop self-reliance in daily living and use therapeutic nursing interventions and modalities to assist clients in regaining and improving adaptive skills. On occasion, may work in Belen Haven I Home. Is a mandated reporter of observed or suspected of neglect or abuse. May work extended hours and/or varying shifts. Responsible for attending training and participate in BELEN HAVEN, II's meetings. May be required to drive a company vehicle on community outings.

**SUPERVISION RECEIVED:** Day to day functional supervision will be provided by BELEN HAVEN, II, Home Administrator. Performance appraisals will be completed by BELEN HAVEN, II.'s Home Administrator in conjunction with the Community State Staff Coordinator.

**SUPERVISION EXERCISED:** May act as lead when required.

**PHYSICAL DEMANDS:** Must possess and maintain sufficient strength, agility and endurance to perform the duties contained in this duty statement. Ability to drive and possess a California's driver's license. Ability to complete course in Safe Crisis Management. Ability to complete all training as required by applicable regulations, including but not limited to Direct Support Professional (DSP) 1 & 2.

**TYPICAL WORKING CONDITIONS:** Daily on-going interaction with individuals with developmental disabilities who may display aggressive and/or self-injurious behaviors. On-going communication with family members, co-workers and public entities. Potential exposure to communicable diseases, blood-borne pathogens, medicinal preparations, and other conditions common to a clinical nursing environment.

You are a valued member of BELEN HAVEN, II's team. You are expected to work cooperatively with team members and others to enable BELEN HAVEN, II to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

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 COMMUNITY STATE STAFF PROGRAM  
 BELEN HAVEN, II  
 DUTY STATEMENT

%	ESSENTIAL DUTIES
	Maintain a safe and therapeutic environment which ensures respect, dignity and protects privacy, rights, confidentiality and physical / emotional well- being of all individuals. Provide positive interventions and Active Treatment to all individuals. This essential function will be ongoing when performing the following duties: Percentages may vary based on operational needs.
25%	<b>Performs nursing procedures, such as administering medication and treatments including oral medication, hypodermic injections, urinary catheterization, enemas, and taking and recording temperature, pulse, blood pressure, respirations, and first aid as authorized within the scope of the Licensed Vocational Nurse requirements.</b> <ol style="list-style-type: none"> <li>1. Assist physician as necessary</li> <li>2. Maintains infection control by using universal precautions</li> <li>3. Documents in treatment records medication/treatments the individuals have received.</li> <li>4. Records the individual's response to treatment.</li> </ol>
15%	<b>Assists individuals in all activities of daily living such as bathing, toileting, dressing, grooming and dining. These duties include lifting and consumer mobility. (Additional needs as identified by the Interdisciplinary Team i.e.: communication, socialization, etc.)</b> <ol style="list-style-type: none"> <li>1. Training will assist the individual in maximizing their independence.</li> <li>2. Provide services that will assist each individual in achieving maximum social, emotional, intellectual, developmental, and cognitive growth, Individual rights, ability to make choices, and access shall be considered at all times.</li> <li>3. Support each individual per their Individual Program Plans (IPP) objectives using appropriate methodology (including setting limits for behavior and adhering to a behavioral program for each person)</li> </ol>
15%	<b>Observes individuals physical condition and behavior and reports significant changes to appropriate team members.</b> <ol style="list-style-type: none"> <li>1. Recognizes symptoms requiring medical or psychiatric attention.</li> <li>2. Provides behavior management support; reinforcement, intervention technique utilization including highly restrictive interventions.</li> <li>3. Collects data and records information in the record as outlined in BELEN HAVEN, II's policy and procedures and provides follow-up as needed.</li> <li>4. Notifies physician/and supervisor whenever the consumer has sustained injury.</li> <li>5. Initiates the incident report when required.</li> <li>6. Initiates temporary intervention plans and monitors temporary conditions.</li> </ol>
10%	<b>Escorts individuals in the community.</b> <ol style="list-style-type: none"> <li>1. Is accountable for the health, safety, and welfare of the individuals at all times</li> <li>2. Will engage individuals in activities that provide opportunities for learning and practice of skills tailored to the specific needs of the individual.</li> <li>3. May be required to drive a vehicle on community outings.</li> </ol>
10%	<b>Assists staff in occupational, recreational, vocational, and educational therapy programs for individuals.</b> <ol style="list-style-type: none"> <li>1. Includes obtaining data and implementing objectives and plans, as well as behavior interventions.</li> <li>2. Encourage individuals to participate in planned recreational activities.</li> <li>3. Will engage individuals in activities that provide opportunities for learning and practice of skills tailored to the specific needs of the individual.</li> </ol>

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10%	<b>Responds to emergencies that involve the use of medical / behavioral intervention techniques.</b> <ol style="list-style-type: none"> <li>1. Provides intervention that ensures safety to both consumers and staff.</li> <li>2. Must competently use Nonviolent Crisis Intervention skills to manage individual's assaultive behaviors.</li> </ol>
MARGINAL DUITES	
10%	<b>Performs light housework duties. (Includes but not limited to: laundry, bed making, ordering of personal supplies, and clothing)</b> <ol style="list-style-type: none"> <li>1. Care of individual clothing, personal property and their storage areas.</li> <li>2. Maintain adaptive equipment through proper handling and cleaning as indicated.</li> <li>3. Reporting and or correcting any hazard / unsafe environment situation or defective equipment immediately.</li> <li>4. Responsible for food shopping, preparation, serving, and clean up.</li> <li>5. Responsible for individuals' personal laundry.</li> <li>6. Completes routine visual count to assure accurate census and a check of home security.</li> </ol>
5%	<b>Attends and participates in training as required.</b> <ol style="list-style-type: none"> <li>1. Attends BELEN HAVEN, II's meetings.</li> <li>2. Is responsible for obtaining the required CEU's for License renewal</li> </ol>

<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
RC Supervisor's Name (Print)	RC Supervisor's Signature	Date
Community State Staff Coordinator's Name (Print)	Community State Staff Coordinator's Signature	Date

<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>		
The statements contained in this duty statement reflect general details as necessary to describe the principle functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods to balance the workload.		
Employee's Name (Print)	Employee Signature	Date

Updated 7/31/18