

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)

**SAN ANDREAS REGIONAL CENTER**  
**Position #472- 083 - 5278- 951**

**Classification(s): MANAGEMENT SERVICES TECHNICIAN**

**Work Hours:** 0800-1700

**Time Base:** FULL TIME

**Days Off:** Saturday-Sunday and Holidays

**Location:** 6203 San Ignacio Ave. Suite 200 San Jose, CA 95119

**Post Date:** 5/1/18

**Final Filing Date:** Until Filled

**Information Session:** **PLEASE BE PROMPT MAY 22, 2018 10 -11 AM OR 11-12 AM**

**Location:** SONOMA DEVELOPMENTAL CENTER, CAREER CENTER, ROOM J (Oak Valley)

**Conference Number:** (888) 363-4734 Participant Code 9386428

**Position Description:** Serves the FGP/SC Program in all basic administrative duties. Provides assistance to volunteers in a person-centered manner. Assist the Program Manager with the development of new volunteers, recruitment, and placement of volunteers. Must be able to work independently and as part of a team. Must have use of an automobile, possession of a valid California Driver's License and automobile liability insurance of \$100,000 - \$300,000. May require driving within a 50-mile radius.

(For complete duties, please see the duty statement on the following page)

- Desirable Qualifications:**
- ❖ Acknowledge differences; shows cultural awareness and is mindful of others.
  - ❖ Excellent telephone skills and proficient computer skills- Excel, Word, Power Point.
  - ❖ Ability to learn rapidly, follow directions, communicate effectively with others.
  - ❖ Ability to adjust changing priorities and meet deadlines

**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"*

**SAN ANDREAS REGIONAL CENTER  
COMMUNITY STATE STAFF PROGRAM**

**DUTY STATEMENT**

**Employee Name:**

**Work Location:**        **San Andreas Regional Center**  
                                 **6203 San Ignacio Ave. Suite 200**  
                                 **San Jose, CA 95119**

**JOB TITLE:**            **FGP/SCP PROGRAM ASSISTANT**

**CLASSIFICATION:**    **MANAGEMENT SERVICES TECHNICIAN (MST)**

**GENERAL STATEMENT OF DUTIES:** The MST serves the Foster Grandparent/Senior Companion (FGP/SC) Program in all basic administrative duties. Provides assistance to volunteers in a person-centered manner. Assists Program Manager with the development of new volunteer sites, recruitment and placement of volunteers, planning and assisting with in-service monthly training programs and maintenance of volunteer records and payroll. Interacts effectively with professional and non-professional persons of all groups. Must be able to work independently and as part of a team.

The MST position is the assistant to the Program Manager who manages the FGP/SC Program as required under Federal and State Guidelines. The MST position requires the ability to work cooperatively with over 60 older adult volunteers identified as FGP/SCP volunteers who are mentors and companions to persons with developmental disabilities. The MST participates in the operation and activities of the volunteers such as recruitment, training, and scheduling. Will monitor and engage volunteers in activities that provide opportunities for learning and practice of skills tailored to the specific needs of the consumer. Responsible for ensuring that any suspicion of or knowledge of suspected abuse is reported in accordance with the law and program policies. Able to follow directions; keep appropriate records; analyze situations accurately and take effective action on a daily basis.

**SUPERVISION RECEIVED:** Reports directly to the FGP/SC Program Manager

**SUPERVISION EXERCISED:** In the Program Manager's absence, the MST may act as a lead to the volunteers of the FGP/SCP

**PHYSICAL DEMANDS:** Must possess and maintain sufficient strength agility, endurance and sensory ability to perform the duties contained in this duty statement. Must be able to lift up to 10 lbs., and sit 70% of day.

**TYPICAL WORKING CONDITIONS:** Ongoing interaction with volunteers, clinical consultants, vendors and outside public sources. Position requires deskwork, use of telephones and computers, and frequent driving. Must have use of an automobile, possession of a valid California Driver's License and automobile liability insurance of \$100,000 - \$300,000. May require driving within a 50-mile radius.

You are a valued member of San Andreas' team. You are expected to work cooperatively with team members and others to enable San Andreas 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.

%	ESSENTIAL DUTIES	I	M	E
35	<b>Act as receptionist answering the telephone, coordinating calls and schedules</b> <ul style="list-style-type: none"><li>• <b>Provide information, take messages, and receive visitors; schedules appointments and meeting</b></li></ul>			

	<ul style="list-style-type: none"> <li>• <b>Receive, screen and distribute incoming mail</b></li> <li>• <b>Record minutes at meetings; composes routine correspondence, drafts and reports of a confidential nature</b></li> <li>• <b>Prepare reports and collects statistical information; composes brochures and pamphlets, maintains confidential and administrative files, and performs other related duties as required</b></li> </ul>			
25	<p><b>Assists Manager in providing training to all volunteers:</b></p> <ul style="list-style-type: none"> <li>• On a monthly basis, coordinates the paperwork prior to each training (training material, sign-in sheets, monthly newsletter, birthday certificates, etc.)</li> <li>• At new volunteer orientation, reproduces orientation binder, assist Program Manager in facilitating a three day orientation to include driving volunteers to site visits, pre-volunteer physical exam and DOJ/FBI appointments.</li> <li>• Maintain a current CA driver's license.</li> </ul>			
20	<p><b>Coordinates and monitors attendance, timekeeping and payroll activities:</b></p> <ul style="list-style-type: none"> <li>• Creates monthly timesheets specific to each volunteer's site and in keeping with Title 45 Public Welfare Regulations.</li> <li>• Calculates time served for each volunteer each month.</li> <li>• Enters payroll information into Revida database on stipend spreadsheet generated by Program Manager.</li> <li>• Reviews and prepares yearly time usage for annual volunteer performance evaluation.</li> </ul>			
20	<p><b>Organizes scheduling for a variety of events and administrative activities:</b></p> <ul style="list-style-type: none"> <li>• Schedule annual physical exams, to include collaboration with US Health Works' Doctors and volunteers' private physicians as needed.</li> <li>• Schedule DOJ appointments for potential volunteers.</li> <li>• Assists Program Manager with event planning and facilitation for the program recognition events.</li> <li>• Maintains Wait List, Over-Income and Not for Hire Lists to include sending appropriate correspondence.</li> </ul>			