

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)

**CASA LUNA INC.**  
**Position #472- 083 - 8232- 959**

**Classification(s): PSYCHIATRIC TECHNICIAN**

**Work Hours:** Meals included in client activities PM SHIFT 1500-2300

**Time Base:** FULL TIME

**Days Off:** Varies: Fri-Sat. or Sun-Mon

**Location:** 1155 Mahogany Court Fairfield, CA 94533

**Post Date:** 4/17/18

**Final Filing Date:** Until Filled

**Information Session:** PLEASE BE PROMPT MAY 8, 2018 2-3pm OR 3-4pm

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

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

**Position Description:**  
(For complete duties, please see the duty statement on the following page)

Following established standards and procedures, provides supervision, care, support, and training to individuals with Developmental Disabilities, in a home setting. Responds quickly and effectively in emergencies; work with a treatment team to provide occupational, recreational, vocational and educational therapy programs for individuals. Follow directions; keep appropriate records; develop clear and concise reports of incidents; keeps Home Administer abreast of significant changes that occur

**Desirable Qualifications:**

- ❖ Experience working with persons with maladaptive behaviors such as assault, SIB, PICA, property destruction, etc.
- ❖ Ability to coach and guide others to develop new skills or knowledge that will enhance their work.
- ❖ Demonstrates the ability to anticipate the concerns of others and able to advise others regarding an appropriate course of action.

**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  
CASA LUNA DUTY STATEMENT

**Employee Name:**

**Work Location:** 1155 Mahogany Court  
Fairfield, CA 94533

**Work Schedule:** Sunday-Thursday OR Tuesday-Saturday  
**Work Hours:** 3 pm-11pm (Meals are included in client activities)  
**Work Title:** LEAD STAFF

**Classification:** PSYCHIATRIC TECHNICIAN

**GENERAL STATEMENT OF DUTIES:** Following established standards and procedures, provides supervision, care, support, and training to individuals with developmental disabilities, in a Specialized Residential Facility (SRF). Provide direct supervision to direct care staff while on duty. Act as a resource for other direct care staff to ensure care delivery to the consumer. Provide and/or arrange transportation for medical, dental and other appointments/activities. Ensure medical and dental care needs of the consumer are met. Participates as a member of the multidisciplinary team with the development and implementation of individual behavior support plans (IBSP) and treatment plans and objectives from assessments of the clients. Participate in semi-annual and annual consumer conferences with other interdisciplinary team members. Responsible for gathering, compiling and maintaining records and reports on individual consumer on a daily basis. Responsible for discussion of data on current consumer's progress and objectives from collected data. Mentors coworkers and motivates clients to develop self-reliance in daily living. Is a mandated reporter of observed or suspected of neglect or abuse. Ensure consumer's rights are observed. Help consumers in all personal care such as eating, transferring, toileting, continence training, bathing, dressing, medical and dental needs. May work extended hours and/or varying shifts. Responsible for being on the premises at all times when on duty unless otherwise approved by the Administrator. All staff members present in the facility at any time are responsible for responding to any emergency, whether officially on-duty or off-duty. Responsible for attending all required training and participate in meetings. May be required to drive on community outings and escort clients in a company vehicle.

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

**SUPERVISION EXERCISED:** Provide direct supervision to other direct care staff while on duty.

**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 driver's license. Ability to participate and complete all training as required by applicable regulations (Title 17 & Title 22). Complete a health screen/TB clearance.

**TYPICAL WORKING CONDITIONS:** Daily on-going interaction with individuals with developmental disabilities who may display severe maladaptive behaviors such as assault, self-injurious behavior, PICA, property destruction, etc. Assure that the Direct Care Staff follow house protocol and activity schedules. On-going communication with family members, co-workers and public entities. Potential

DEPARTMENT OF DEVELOPMENTAL SERVICES  
 COMMUNITY STATE STAFF PROGRAM  
 CASA LUNA DUTY STATEMENT

exposure to communicable diseases, blood-borne pathogens, medicinal preparations, and other conditions common to a clinical nursing environment.

<p>You are a valued member of Casa Luna;s team. You are expected to work cooperatively with team members and others at Casa Luna 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.</p>	
%	<b>ESSENTIAL DUTIES</b> Maintain a safe and therapeutic environment, which ensures respect, dignity and protects privacy, rights, confidentiality and physical/emotional wellbeing of all individuals as required in Titles 17 and 22. Provide positive interventions and Active Treatment to all individuals, documenting all necessary information in consumer files. This essential function will be ongoing when performing the following duties: Percentages may vary based on operational needs.
25%	<p><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></p> <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> <li>4. Be a model for the Direct Care Staff in providing positive training interventions and techniques.</li> </ol>
15%	<p><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 Psychiatric Technician nursing requirements.</b></p> <ol style="list-style-type: none"> <li>1. Assists 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> <li>5. Current with CPR/First AID training.</li> </ol>
15%	<p><b>Observes individuals physical condition and behavior and reports significant changes to appropriate team members.</b></p> <ol style="list-style-type: none"> <li>1. Annually monitors medical, dental and IBSP of consumers</li> <li>2. Ensures medical and dental care needs of the consumers are met.</li> <li>3. Recognizes symptoms requiring medical or psychiatric attention and makes needed doctor/dental appointments or arranges emergency meetings with team members regarding progress or unusual incidents.</li> <li>4. Provides behavior management support, reinforcement, intervention technique utilization including highly restrictive interventions.</li> </ol>

DEPARTMENT OF DEVELOPMENTAL SERVICES  
 COMMUNITY STATE STAFF PROGRAM  
 CASA LUNA DUTY STATEMENT

	<ol style="list-style-type: none"> <li>5. Collects data and records information in the consumer's record and provides follow-up as needed.</li> <li>6. Notifies physician and supervisor whenever the consumer has sustained injury.</li> <li>7. Initiates the incident report when required.</li> <li>8. Initiates temporary intervention plans and monitors temporary conditions.</li> </ol>
10%	<p><b>Escorts individuals in the community.</b></p> <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> </ol>
10%	<p><b>Assists staff in occupational, recreational, vocational, and educational therapy programs for individuals.</b></p> <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> <li>4. Will monitor consumer training schedules ensuring they are followed through consistently.</li> </ol>
10%	<p><b>Responds to emergencies that involve the use of medical/behavioral intervention techniques.</b></p> <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>
5%	<p><b>Attends and participates in training as required.</b></p> <ol style="list-style-type: none"> <li>1. Attends staff meetings</li> <li>2. Possess CPR and First Aid certification</li> <li>3. Attend Pro-Act or other training for behavioral interventions</li> <li>4. DSP Year 1 and 2 training within first year of employment</li> <li>5. Is responsible for obtaining the required CEU's for License renewal</li> </ol>
<b>MARGINAL DUTIES</b>	
10%	<p><b>Performs light housework duties. (Includes but not limited to: laundry, bed making, ordering of personal supplies, and clothing)</b></p> <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. Participate and provide a positive dining experience.</li> <li>6. Responsible for individuals' personal laundry.</li> <li>7. Completes routine visual count to assure accurate census and a check of home security.</li> <li>8. Ensure needed maintenance and sanitation of the facility and surroundings are met in a timely manner.</li> </ol>