

Department of Developmental Services
Community State Staff Program



For more information, visit: www.dds.ca.gov/devctrs/dclnitiatives_community.cfm

AACRES CA, LLC

Position #472-083-7425-993

Classification(s): Psychiatric Technician Assistant

Work Hours: Varies: SEE DUTY STATEMENT

Time Base: FULL TIME

Days Off: Varies: SEE DUTY STATEMENT

Location: To Be Determined- Carmichael, Fair Oaks, Sacramento

Post Date: 7/28/17

Final Filing Date: Until Filled

Information Session: 12/4/17 1330-1430 OR 1500-1600 PLEASE BE PROMPT

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

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

Position Description: Provides assistance and training to individuals in activities of daily living and implements each person's Individual Program Plan (IPP) continuously. Assists with health care and/or behavioral needs and documents appropriately.
(For complete duties, please see the duty statement on the following page)

- Desirable Qualifications:**
- ❖ Ability to apply basic level-of-care services to assigned individuals; analyze situations accurately; take effective action; follow directions and communicate effectively in English.
 - ❖ Self-motivated and demonstrates a high level of energy.
 - ❖ Experience working with individuals with developmental disabilities who may display aggressive and/or self-injurious behaviors.

Who May Apply: Any permanent full 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 9th Street (MS-Q)
Sacramento, CA 95814
Attn: Maria Johnson, 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
AACRES CA LLC
PSYCHIATRIC TECHNICIAN ASSISTANT
DUTY STATEMENT**

Classification/Title: PSYCHIATRIC TECHNICIAN ASSISTANT

Work Location: Carmichael, Fair Oaks, Sacramento, CA

Days Off: Thursday/ Friday Friday/Saturday Sunday/Monday

Work Hours: 6 am - 2 pm 2 pm – 10 pm

GENERAL STATEMENT OF DUTIES: Follows established standards and procedures, provides supervision, care, support, and training to individuals with Developmental Disabilities in a home setting. Assists individuals with their feeding, toileting skills, grooming, and appearance. Analyzes situations accurately, takes effective action; follows directions and communicates effectively in English. Has knowledge of state and federal laws, Regional Centers, Department of Social Services, Department of Developmental Services, and State Council on Developmental Disabilities. Has knowledge of Title 17 and 22. Has knowledge of dual diagnosis, Individual Program Plans, individuals' service needs, emergency disaster protocol and behavior plans. May be asked to work extended hours and/or varying shifts. Responsible for attending training and participate in Aacres CA LLC's meetings. May be required to drive on community outings and escort individuals in a company owned vehicle. Is a mandated reporter of observed or suspected neglect or abuse and is reported in accordance with regulations.

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

SUPERVISION EXERCISED: None.

PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility and endurance to perform the duties contained in this duty statement. Will perform a variety of physical activities including standing, walking, bending, twisting, reaching, gripping, grasping, keying/fingering, lifting, carrying, pushing, and pulling. Occasional running, climbing, kneeling, traveling, squatting, sitting and balancing as required. Must maintain ability to drive a motor vehicle and possess a valid CA driver's license. Ability to complete all training as required by applicable regulations, including but not limited to Direct Support Professional Training 1 and 2. Responsible to maintain and renew CNA certification as required.

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, and other conditions common to a community home environment. Ability required for active listening, interacting effectively with management, social perceptiveness, ability to maintain confidentiality, be detail-oriented and flexible.

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<p>You are a valued member of Aacres CA LLC team. You are expected to work cooperatively with team members and others to enable Aacres CA LLC 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>	
%	ESSENTIAL DUTIES
	<p>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. Maintain skills in organization, time management and analytical problem solving. Good written and verbal communication skills, interpersonal, multi-tasking, critical thinking and active listening skills. Maintain skills in teaching, comparing, basic math, classifying, analyzing, coordination, innovation and strategizing. Report any incidents or evidence of abuse or violation of individual's rights to Administrator and appropriate agencies These essential functions will be ongoing when performing the following duties:</p> <p style="text-align: center;">Percentages may vary based on operational needs.</p>
40	<p>Assists individuals in all activities of daily living such as bathing, toileting, dressing, grooming, dining and communicating other individual needs they may have. These duties include lifting and individual mobility.</p> <ol style="list-style-type: none"> 1. Through training will assist the individual in maximizing their independence. 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 their access shall be considered at all times. 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).
20	<p>Escorts individuals in the community.</p> <ol style="list-style-type: none"> 1. Is accountable for the health, safety, and welfare of the individuals at all times. 2. Will engage individuals in activities that provide opportunities for learning and practice of skills tailored to the specific needs of the individual. 3. Support the needs and goals of each individual such as taking them to medical appointments, visiting families and friends, taking them to participate in leisure activities, and encouraging them to socialize with peers.
10	<p>Observes individuals' physical condition and behavior and reports significant changes to the appropriate team member.</p> <ol style="list-style-type: none"> 1. Collects and records data as outlined in Aacres CA LLC's policy and procedures. 2. Complete and continually update individual notes system and information about the individuals and any changes in behavior. 3. Document communication between the individual, staff, day program, family, professionals and others related to the individuals' needs. 4. Initiates an incident report when required.

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10	<p>Performs basic first aid procedures and bedside care for minor and temporary illness.</p> <ol style="list-style-type: none"> 1. Ensure all medical and dental needs are documented in record and reported to Home Administrator. 2. Perform basic nursing duties, such as taking vital signs and measuring and recording intake and output, height & weight. 3. Provide assistance/supervision with self-administration of medications. 4. Attend individual meetings to develop an understanding of and reasons for treatment being given to the individual and acts as an advocate for the individual.
10	<p>Responds to emergencies that involve the use of medical / behavioral intervention techniques.</p> <ol style="list-style-type: none"> 1. Provides intervention that ensures safety to both individual and staff. 2. Must competently use Nonviolent Crisis Intervention skills to manage individual's assaultive behaviors.
MARGINAL DUITES	
10	<p>Performs light housework duties. (Includes but not limited to: laundry, bed making, ordering of personal supplies, and clothing). Attends training as required by Aacres CA LLC and regulations.</p> <ol style="list-style-type: none"> 1. Maintain care of individuals' clothing, personal property and their storage areas. 2. Maintain adaptive equipment through proper handling and cleaning as indicated. 3. Reporting and or correcting any hazard / unsafe environment situation or defective equipment immediately to the Home Administrator. 4. Check all fire alarms and fire extinguisher(s) to make sure they are updated and functioning. 5. Responsible for food shopping, preparation, serving, and clean up. 6. Participate and provide a positive dining experience. 7. Responsible for individuals' personal laundry. 8. Complete all electronic training system requirements and required training and courses in a timely manner. 9. Attend regular staff meetings and participate in continuing education and training. 10. Perform other related duties and assignments as required.

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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
Aacres CA LLC Supervisor's Name (Print)	Aacres CA LLC Supervisor's Signature	Date
Community State Staff Coordinator's Name (Print)	Community State Staff Coordinator's Signature	Date
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.		
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. PTA may perform other duties as assigned, including work in other functional areas to equalize peak work periods and to balance the workload.		
Employee's Name (Print)	Employee Signature	Date

Revised 11/8/17