

Department of Developmental Services
Community State Staff Program



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

ANKA BEHAVIORAL HEALTH
Position #472- 083 - 7425- 964

Classification(s): PSYCHIATRIC TECHNICIAN ASSISTANT

Work Title: Registered Behavioral Technician (RBT)

Work Hours: Meals included in client activities AM, PM, NOC Shift (0800-1600, 1500-2300, 1600-2400, 2400-0800)

Time Base: FULL TIME

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

Location: Vacaville-CCH, Sacramento & Morgan Hill- EBSH

Post Date: 8/10/18

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:
(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; Assist clients with feeding, toileting skills, grooming, and appearance. . Follow directions; keep appropriate records; develop clear and concise reports of incidents; keeps Lead Staff and/or Program Administrator Administer abreast of significant changes that occur

Desirable Qualifications:

- ❖ Experience working with persons with maladaptive behaviors such as assault, SIB, PICA, property destruction, etc.
- ❖ Expresses a calm attitude and displays patience, tolerance, and consideration of others.
- ❖ Energetic and adventurous

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 9th 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
ANKA BEHAVIORIAL HEALTH
PSYCHIATRIC TECHNICIAN ASSISTANT
DUTY STATEMENT**

Classification: PSYCHIATRIC TECHNICIAN ASSISTANT

Work Title: REGISTERED BEHAVIOR TECHNCIAN- RBT

Work Location: Vacaville- Community Crisis Home (CCH)
Sacramento & Morgan Hill- Enhance Behavioral Support Home- (EBSH)

Work Schedule: Set Days Off (Friday/Saturday or Sunday/Monday)

Work Hours: AM, PM, NOC Shift (0800-1600, 1500-2300, 1600-2400, 2400-0800)
MEALS ARE CONSIDERED CLIENT ACTIVITIES

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. 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. On occasion, may work in another ANKA Behavioral Health home within a two-mile radius. May work extended hours and/or varying shifts. Responsible for attending training and participate in ANKA Behavioral Health's meetings. May be required to drive on community outings and escort individuals in a company owned vehicle. Mandated reporter of observed or suspected neglect or abuse and reports in accordance with regulations.

SUPERVISION RECEIVED: Day to day functional supervision will be provided by ANKA Behavioral Health's Program Administrator. Performance appraisals will be completed by ANKA Behavioral Health's Program 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 Registered Behavior Technician competency assessment and exam, 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.

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PSYCHIATRIC TECHNICIAN ASSISTANT
DUTY STATEMENT**

<p>You are a valued member of ANKA Behavioral Health team. You are expected to work cooperatively with team members and others to enable ANKA Behavioral Health 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. 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 ANKA Behavioral Health'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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PSYCHIATRIC TECHNICIAN ASSISTANT
DUTY STATEMENT**

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 act 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 ANKA Behavioral Health 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.

Revised 8/9/18