

Department of Developmental Services
Community State Staff Program



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

CASA LUNA INC.
Position #472- 083 - 7425- 959

Classification(s): PSYCHIATRIC TECHNICIAN ASSISTANT

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

Time Base: FULL TIME

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

Location: 915 Gold Coast Court Fairfield, CA 94533

Post Date: 09/28/18

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 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.
- ❖ 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 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
 C.A.S.A.LUNA, INC
 DUTY STATEMENT

Employee Name:

Work Location: 915 Gold Coast Court
 Fairfield, CA 94533

Work Schedule: Sunday-Thursday OR Tuesday-Saturday

Work Hours: 3 pm-11pm (Meals are included in client activities)

Classification: PSYCHIATRIC TECHNICIAN ASSISTANT

Job Title: Direct Support Professional (DSP)

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).. Assist clients with feeding, toileting skills, grooming, and appearance. Analyze situations accurately, take effective action; follow directions and communicate effectively in English. 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 CASA LUNA meetings. May be required to drive a company vehicle on community outings.

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: None.

PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility and endurance to perform the duties contained in this duty statement.

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. On-going interaction with clients, family members, co-workers and public entities in a patient, calm, and understanding manner. Potential exposure to communicable diseases, blood-borne pathogens, medicinal preparations, and other conditions common to a clinical nursing environment. Attends and participates in all required training.

You are a valued member of the CASA LUNA team. You are expected to work cooperatively with team members and others to enable 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
	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.

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40	<p>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.)</p> <ol style="list-style-type: none"> 1. 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 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.
10	<p>Observes individuals physical condition and behavior and reports significant changes to appropriate team member.</p> <ol style="list-style-type: none"> 1. Collects and records data as outlined in the home's policy and procedures. 2. Documents observations. 3. Document communication between the individual, staff, day program, family, professionals and others related to the individual's needs. 4. Initiates the incident report when required.
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 House Manager and/or 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 consumer meetings to develop an understanding of and reasons for treatment being given to 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 consumers 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)</p> <ol style="list-style-type: none"> 1) Care of individual 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. 4) Responsible for food shopping, preparation, serving, and clean up. 5) Participate and provides a positive dining experience. 6) Responsible for individuals' personal laundry.

Updated 5/17/18