

Department of Developmental Services
Community State Staff Program



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

GOLDEN GATE REGIONAL CENTER

Position #472-083-8232-953

Job Title/Classification(s): PSYCHIATRIC TECHNICIAN

Work Hours: 0800-1630

Time Base: FULL TIME

Days Off: SATURDAY-SUNDAY

Location: Golden Gate Regional Center (GGRC)
3130 La Selva St., San Mateo, CA 94403

Post Date: 7/28/17

Final Filing Date: UNTIL FILLED

Information Sessions: **AUGUST 10, 2017 1400-1500 PLEASE BE PROMPT**

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

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

Position Description: This position is responsible for supporting the behavioral needs of individuals with developmental disabilities who may display aggressive and/or self-injurious behaviors. Provide monitoring visits for residential facilities and programs as assigned. Provide ongoing interaction with individuals supported by GGRC, family members, community providers, developmental center staff, and the general public.

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

Desirable Qualifications:

- ❖ Provides specific observations, accurate assessments and documents timely reports.
- ❖ Ability to coach and guide others to develop new skills or knowledge that will enhance their work.
- ❖ Experience working with persons with maladaptive behaviors such as assault, SIB, PICA, property destruction, etc.

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 receiver 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.

DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY STATE STAFF PROGRAM
GOLDEN GATE REGIONAL CENTER
DUTY STATEMENT

Employee Name:

Work Location: **Golden Gate Regional Center (GGRC)**
3130 La Selva St., San Mateo, CA 94403

Work Hours: **Monday-Friday 8am-4:30pm**

JOB TITLE: **PSYCHIATRIC TECHNICIAN**

GENERAL STATEMENT OF DUTIES:

While maintaining good public relations with the community and implementing the mission of Golden Gate Regional Center, this position is responsible for supporting the behavioral needs of individuals with developmental disabilities who may display aggressive and/or self-injurious behaviors. This position is responsible for ensuring that any suspicion of or knowledge of suspected abuse is reported in accordance with the law and program policies, and all information for individuals served by GGRC will be maintained as confidential. Daily attendance at one of GGRC's offices is required. Notify and request approval for changes from GGRC Director, Clinical Services. Maintain and update records/reports according to accepted professional standards.

SUPERVISION RECEIVED: Report directly to GGRC Director, Clinical Services. Performance appraisals will be completed by GGRC Clinical Supervisor in conjunction with Community State Staff Coordinator.

SUPERVISION EXERCISED: None.

PHYSICAL DEMANDS:

- Extensive sitting at work station and in vehicle.
- Frequent walking throughout office, other agencies and facilities. May be required to walk long distances to offices and walk up and downstairs.
- Frequent driving to visit facilities and attend off site meetings.
- Occasional lifting of up to 20 lbs. moving stored files, supplies, equipment, etc.
- Frequent bending, stooping, and stretching to access files and charts.
- Adequate manual dexterity and coordination to operate standard office equipment, computer, telephone, etc.
- Hearing and vision corrected to normal range for frequent driving and reading of materials

TYPICAL WORKING CONDITIONS: Ongoing interaction with individuals supported by GGRC, family members, community providers, developmental center staff, and the general public. Position requires prolonged sitting, extensive use of telephones and computers, and travel to all three offices of GGRC, community home/facilities within the Bay Area, Sonoma Developmental Center and occasionally Porterville Developmental Center. Must have use of an automobile or ability to provide for independent transportation plus possession of a valid California Driver's License and automobile liability insurance of \$100,000 - \$300,000. Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement.

DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY STATE STAFF PROGRAM
GOLDEN GATE REGIONAL CENTER
DUTY STATEMENT

You are a valued member of the GGRC team. You are expected to work cooperatively with team members and others to enable GGRC 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
35	Provide monitoring visits for residential facilities and programs as assigned and participate in Quality Assurance Teams as assigned.
35	Provide monitoring visits, with or without prior notice, at least monthly in the Enhanced Behavior Support Home (EBSH), or more frequently if specified in the individual's program plan. At least four of these visits, annually, shall be unannounced. Provide documentation for the visits
10	Respond to referrals regarding issues of placement, behavior, medical concerns of the individuals supported by GGRC. Participation in assisting the escorting of an individual to medical and psychiatric appointments may be necessary
10	In conjunction with the Regional Center Psychologist, provide consultation and training on behavioral related issues to GGRC staff and community groups and providers involved in the care and services for individuals with developmental disabilities.
10	In conjunction with the Regional Center Psychologist, provide consultation and training on behavioral related issues to GGRC staff and community groups and providers involved in the care and services for individuals with developmental disabilities.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

GGRC Supervisor's Name (Print)	GGRC 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods to balance the workload.

Employee's Name (Print)	Employee Signature	Date
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Updated 7/19/17