



Department of Developmental Services
Community State Staff Program



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

Independent Options, INC.
Position #472-084-7425-991

Job Title/ Classification: **Direct Service Professional/Psychiatric Technician Assistant (PTA)**

Work Hours: 6am-2pm 2pm-10pm 10pm-6am

Time Base: FULL TIME

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

Location: Brea or Fullerton Orange County CA

Post Date: August 09, 2018

Final Filing UNTIL FILLED

Information Session: None at this time

Location: None at this time

Conference Number: None at this time

Position Description: Provides supervision, care, support and training to residents with developmental disabilities in an ARFPSHN setting with the supervision of a Registered Nurse and or home administrator. Assists residents with ADL's. Follows directions and communicates effectively. Understands behavior plans and emergency disaster protocol. Have knowledge of Title 17 and 22, state and federal laws, dual diagnosis, Individual Program Plans and resident service needs.

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

Desirable Qualifications:

- ❖ **Able to communicate and collaborate with individuals, families, Regional Center staff and other health care professionals in meeting each resident's identified needs.**
- ❖ **Flexible work hours and ability to drive a motor vehicle on outings.**
- ❖ **Analyze situations accurately and take effective 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
2501 Harbor Blvd B-29
Costa Mesa, CA 92626
Attn: Sandra Middleton, CSSP Coordinator

Application postmarked, personally delivered or receiver via interoffice mail after final filing date will not be accepted. Questions regarding your application, contact: (916) 322-7790. 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
Independent Options, INC.
ARFPSHN PSYCHIATRIC TECHNICIAN ASSISTANT
DUTY STATEMENT**

Classification: PSYCHIATRIC TECHNICIAN ASSISTANT

Title: DIRECT SUPPORT PROFESSIONAL

Work Location: Brea and Fullerton, CA

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

Work Hours: AMs – 6 AM to 2 PM PMs – 2 PM to 10 PM NOCs – 10 PM to 6 AM

GENERAL STATEMENT OF DUTIES: Follows established standards and procedures, provides supervision, care, support, and training to residents with Developmental Disabilities in a home setting. Assist residents with feeding, toileting skills, grooming, and appearance. Analyze situations accurately, take effective action; follow directions and communicate effectively. Have knowledge of state and federal laws, Regional Centers, Department of Social Services, Department of Developmental Services, and State Council on Developmental Disabilities. Have knowledge of Title 17 and 22. Have knowledge of dual diagnosis, Individual Program Plans, resident service needs, emergency disaster protocol and behavior plans. May work extended hours and/or varying shifts. Responsible for attending monthly trainings. May be required to drive on community outings and escort residents in a company owned vehicle. Independently organize workload to complete all functions appropriately. 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 Independent Options, INC Home Administrator and Lead RN/Licensed staff. Performance appraisals will be completed by Independent Options, INC'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. Constant hearing, seeing and speaking is required. 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, CPR and CPI. Responsible to maintain and renew CNA certification as required.

TYPICAL WORKING CONDITIONS: Daily on-going interaction with residents 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 day training environment community home environment. Ability required for active listening, interacting effectively with management, social perceptiveness, ability to maintain confidentiality, be detail-oriented and flexible. Will follow proper infection prevention and control procedures.

**DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY STATE STAFF PROGRAM
Independent Options, INC.
ARFPSHN PSYCHIATRIC TECHNICIAN ASSISTANT
DUTY STATEMENT**

<p>You are a valued member of Independent Options, INC's team. You are expected to work cooperatively with team members and others to enable Independent Options, INC 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. You are expected to represent the organization in a positive and professional manner.</p>	
%	<p style="text-align: center;">ESSENTIAL DUTIES</p> <p>Maintain a safe, clean and therapeutic environment which ensures respect, dignity and protects privacy, rights, confidentiality and physical/emotional well-being of all residents. Interact with residents, families, co-workers, managers and other staff in a kind, knowledgeable and friendly manner. Provide positive interventions and Active Treatment to all residents. 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 the philosophy of the company to provide a holistic multi-dimensional approach. Consistently follow the policies and procedures of Independent Options, INC. 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 residents in all activities of daily living such as bathing, toileting, dressing, grooming, dining and communicating other resident needs they may have. These duties include lifting and resident mobility.</p> <ol style="list-style-type: none"> 1. Implements plan of care of the resident based on assessments and goals established by the care team. 2. Treats residents and their families with respect and dignity. Identifies and addresses psychosocial, cultural, ethnic and religious/spiritual needs of residents and their families. 3. Functions as a resident advocate by protecting the resident's rights. 4. Demonstrates creativity in solving problems and looking at situations in new and innovative ways. 5. Exhibits genuine interest in and appreciation of residents in later years of life. 6. Training will assist the resident in maximizing their independence. 7. Provide services that will assist each resident in achieving maximum social, emotional, intellectual, developmental, and cognitive growth, Resident rights, ability to make choices, and access shall be considered at all times. 8. Support each resident per their Individual Program Plans (IPP) objectives using appropriate methodology (including setting limits for behavior and adhering to a behavioral program for each person) 9. Assist staff with maintaining the physical environment of the home. Including housekeeping duties. (Cleaning designated areas, changing linens, vacuuming, dusting, mopping, surface cleaning and bathroom details)
20%	<p>Escorts residents in the community.</p> <ol style="list-style-type: none"> 1. Is accountable for the health, safety, and welfare of the residents at all times. 2. Will engage residents in activities that provide opportunities for learning and practice of skills tailored to the specific needs of the resident. 3. Support the needs and goals of each resident such as taking them to medical appointment, visiting families and friends, taking them to participate in leisure activities, and encouraging them to socialize with peers.

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ARFPSHN PSYCHIATRIC TECHNICIAN ASSISTANT
DUTY STATEMENT**

10%	<p>Observes residents 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 Independent Options, INC 's policy and procedures. 2. Complete and continually update resident notes system and information about the residents and any changes in behavior. 3. Document communication between the resident, staff, day program, family, professionals and others related to the resident's needs. 4. Initiates an incident report when required. 5. Meets current documentation standards and policies. 6. Follows through as needed on information given by shift report, resident or family regarding residents' concerns.
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 resident meetings to develop an understanding of and reasons for treatment being given to the resident and acts as an advocate for the resident.
10%	<p>Responds to emergencies that involve the use of medical / behavioral intervention techniques.</p> <ol style="list-style-type: none"> 1. Support and maintains a culture of safety and quality. 2. Demonstrates ability to remain calm in emergency and/or stressful situations and gives everyone a feeling of confidence that situation is under control. 3. Provides intervention that ensures safety to both resident and staff. 4. Must competently use Nonviolent Crisis Intervention skills to manage resident'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 Independent Options, INC and regulations.</p> <ol style="list-style-type: none"> 1. Care of resident 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 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 residents' personal laundry.