

Department of Developmental Services  
**Community State Staff Program**



For more information, visit: [www.dds.ca.gov/devctrs/dclnitiatives\\_community.cfm](http://www.dds.ca.gov/devctrs/dclnitiatives_community.cfm)

**MINGCO, INC**

**Position #472-083-7425-957**

**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 (Oakley & Brentwood)

**Post Date:** 7/28/17

**Final Filing Date:** Until Filled

**Information Session:** 8/24/17 1430-1530 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 9<sup>th</sup> Street (MS-Q)  
Sacramento, CA 95814  
Attn: Peggie Mc Quillan, Associate Personnel

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  
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DUTY STATEMENT

**Employee Name:**

**Work Location:** **MARIA'S ADULT RESIDENTIAL FACILITY**  
**(EBSH) 4680 Neroly Road, Oakley, CA 94561**  
**OR**  
**TERESITA'S ADULT RESIDENTIAL FACILITY**  
**(EBSH) 1058 Nighthawk Way, Brentwood, CA 94513**

**Work Schedule:** **Varies: MEALS INCLUDED IN CLIENT ACTIVITIES**  
**(10 Hour shift) 2300-0900 SUN-WED or WED-SAT) OR**  
**(8 Hour shift) 1500-2300 SUN-THURS or TUES-SAT**

**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 home setting. 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 M INGCO INC.'s meetings. May be required to drive a 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.

You are a valued member of M INGCO INC.'s team. You are expected to work cooperatively with team members and others to enable M INGCO INC.to provide the highest level of service possible. Your

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creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.	
%	<b>ESSENTIAL DUTIES</b>
	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.
40	<b>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.)</b> <ol style="list-style-type: none"> <li>1. Training will assist the individual in maximizing their independence.</li> <li>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.</li> <li>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)</li> </ol>
20	<b>Escorts individuals in the community.</b> <ol style="list-style-type: none"> <li>1. Is accountable for the health, safety, and welfare of the individuals at all times</li> <li>2. Will engage individuals in activities that provide opportunities for learning and practice of skills tailored to the specific needs of the individual.</li> </ol>
10	<b>Observes individuals physical condition and behavior and reports significant changes to appropriate team member.</b> <ol style="list-style-type: none"> <li>1. Collects and records data as outlined in M INGCO INC.'s policy and procedures.</li> <li>2. Documents observations.</li> <li>3. Document communication between the individual, staff, day program, family, professionals and others related to the individual's needs.</li> <li>4. Initiates the incident report when required.</li> </ol>
10	<b>Performs basic first aid procedures and bedside care for minor and temporary illness.</b> <ol style="list-style-type: none"> <li>1. Ensure all medical and dental needs are documented in record and reported to House Manager and/or Home Administrator.</li> <li>2. Perform basic nursing duties, such as taking vital signs and measuring and recording intake and output, height &amp; weight.</li> <li>3. Provide assistance/supervision with self-administration of medications.</li> <li>4. Attend consumer meetings to develop an understanding of and reasons for treatment being given to the individual.</li> </ol>
10	<b>Responds to emergencies that involve the use of medical / behavioral intervention techniques.</b> <ol style="list-style-type: none"> <li>1) Provides intervention that ensures safety to both consumers and staff.</li> <li>2) Must competently use Nonviolent Crisis Intervention skills to manage individual's assaultive behaviors.</li> </ol>
	<b>MARGINAL DUITES</b>
10	<b>Performs light housework duties. (Includes but not limited to: laundry, bed making, ordering of personal supplies, and clothing)</b>

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	<ol style="list-style-type: none"> <li>1) Care of individual clothing, personal property and their storage areas.</li> <li>2) Maintain adaptive equipment through proper handling and cleaning as indicated.</li> <li>3) Reporting and or correcting any hazard / unsafe environment situation or defective equipment immediately.</li> <li>4) Responsible for food shopping, preparation, serving, and clean up.</li> <li>5) Participate and provides a positive dining experience.</li> <li>6) Responsible for individuals' personal laundry.</li> </ol>
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<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
Provider Supervisor's Name (Print)	Provider Supervisor's Signature	Date
Community State Staff Coordinator's Name (Print)	Community State Staff Coordinator's Signature	Date

<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>		
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

Updated 6/23/17