

Department of Developmental Services
Community State Staff Program



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

ANKA BEHAVIORAL HEALTH
472-083-8232-964

Classification(s): **PSYCHIATRIC TECHNICIAN**
(Meals included in client activities)
Work Hours: AM Shift 0700-1500 PM Shift 1500-2300
NOC Shift 2300-0700- 10 hours
Time Base: FULL TIME
Days Off: Set Days Off AM & PM shift (Friday/Saturday or Sunday/Monday)
Set Days Off NOC shift (Sunday-Tuesday)
Location: Vacaville- Community Crisis Home (CCH) Sacramento & Morgan Hill- Enhance Behavioral Support Home- (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: Follows established standards and procedures, provides supervision, care, support, and training to individuals with Developmental Disabilities in a home setting. Assist individuals with feeding, toileting skills, grooming, and appearance. Analyze situations accurately, take effective action; follow directions and communicate effectively. Follow directions; keep appropriate records; develop clear and concise reports of incidents; keeps Program Administer abreast of significant changes that occur.

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

Desirable Qualifications:

- ❖ Ability to coach and guide others to develop new skills or knowledge that will enhance their work.
- ❖ Self-motivated and demonstrates a high level of energy.
- ❖ 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 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 BEHAVIORAL HEALTH
PSYCHIATRIC TECHNICIAN
DUTY STATEMENT**

Classification: PSYCHIATRIC TECHNICIAN

Work Title: REGISTERED BEHAVIOR TECHNICIAN-LEAD

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

Work Schedule: Set Days Off AM & PM shift (Friday/Saturday or Sunday/Monday)
Set Days Off NOC shift (Sunday-Tuesday)

Work Hours: Varies (Meals considered client activities)
AM Shift 0700-1500
PM Shift 1500-2300
NOC Shift 2300-0700- 10 hours

GENERAL STATEMENT OF DUTIES: Follows established standards and procedures, provides supervision, care, support, and training to individuals with Developmental Disabilities in a home setting. Assist individuals with feeding, toileting skills, grooming, and appearance. Analyze situations accurately, take effective action; follow directions and communicate 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 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 at or above shoulder level, gripping, grasping, lifting, carrying, pushing, and pulling. Occasional running, climbing, kneeling, traveling, squatting, sitting and balancing as required. Working on irregular surfaces; and periodically requires extraordinary physical activity. 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. Will be responsible to maintain and renew Psychiatric Technician license as required by law.

TYPICAL WORKING CONDITIONS: Daily on-going interaction with individuals with developmental disabilities who may display aggressive and/or self-injurious behaviors. Will have on-going communication with family members, co-workers and public entities. May have potential exposure to

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communicable diseases, blood-borne pathogens, medicinal preparations, and other conditions common to a community home environment. Ability required for active listening, interacting effectively with management, social perceptiveness, ability to maintain confidentiality, be detail-oriented and flexible.

<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>	
%	<p>ESSENTIAL DUTIES</p> <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. Applies good written and verbal communication skills, interpersonal, multi-tasking, critical thinking and active listening skills. Report any incidents or evidence of abuse or violation of individual's rights to Administrator and appropriate agencies 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>
25%	<p>Under general supervision performs nursing procedures, such as administering medications and treatments including oral medication, hypodermic injections, urinary catheterization, enemas, taking and recording temperature, pulse, blood pressure, respirations, and first aid as authorized within the scope of the Psychiatric Technician nursing requirements.</p> <ol style="list-style-type: none"> 1. Must possess a current/valid Psychiatric Technician license. 2. May require specialized skills in ostomy care/feeding techniques/respiratory care and adaptive equipment use and any other procedure authorized. 3. Assist medical personnel as needed. 4. Documents in treatment records medication/treatments the individuals have received. 5. Records the individuals' response to treatment. 6. Ensures all medical and dental needs are documented in record and reported to Home Administrator. 7. Performs basic nursing duties, such as taking vital signs and measuring and recording intake and output, height & weight. 8. Provides assistance/supervision with self-administration of medications. 9. Attends individuals' meetings to develop an understanding of, and reasons for, treatment being given to the individual and act as an advocate for the individual.
25%	<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, positioning and assisting in the individual mobility.</p> <ol style="list-style-type: none"> 1. Provide training that will assist the individual in maximizing their independence.

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	<ol style="list-style-type: none"> 2. Provide services that will assist each individual in achieving maximum social, emotional, intellectual, developmental, and cognitive growth, individuals' rights, ability to make choices, and access will be considered at all times. 3. Provides positive intervention and Active Treatment for all individuals. 4. Support each individual per their Individual Behavioral Support Plan (IBSP) objectives using appropriate methodology (including setting limits for behavior and adhering to a behavioral program for each person).
20%	<p>Observes individuals' physical condition and behavior and reports significant changes to appropriate team member. Responds to emergencies that involve the use of medical/behavioral intervention techniques. Provides one-to-one supervision/direct observation of individuals on special precautions, such as elopement risks, suicide risks, serious medical condition and risk of serious self-injurious behavior to the individuals.</p> <ol style="list-style-type: none"> 1. Provides intervention that ensures safety to both individuals and staff. 2. Monitors emergency equipment, medication and treatment supplies. 3. Provides behavior management support; reinforcement, intervention technique utilization including highly restrictive interventions 4. Collects and records data as outlined in ANKA Behavioral Health's policy and procedures and provides follow up as needed 5. Provides documentation and follow-up as needed. 6. Document communication between the individual, staff, day program, family, professionals and others related to the individual's needs. 7. Notifies Home Administrator whenever the individual has sustained injury. 8. Initiates an incident report when required. 9. Initiates health care plans and objectives and monitors temporary conditions.
15%	<p>Participates as a member of the Interdisciplinary Team in all aspects of the development and implementation of the Individual Program Plan.</p> <ol style="list-style-type: none"> 1. Responsible for the development and implementation of Health Care, Skill Tasks and Behavior Plans and Objectives. 2. Prepares pre-conference assessments as required. 3. Attends all review conferences for assigned individuals. Assists with the development of long-range goals, skill tasks, behavioral plans and objectives.
10%	<p>Assists staff in occupational, recreational, vocational and educational therapy programs for the individuals. 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 their specific needs. 3. Support the needs and goals of each individual such as escorting them to community training sites, medical appointment, clinics, visiting families and friends, taking them to participate in leisure activities, and encouraging them to socialize with peers. 4. Includes obtaining data and implementing objectives and plans, as well as behavior interventions.
MARGINAL DUITES	

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5%	<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. Report and/or correct any hazard/unsafe environment situation or defective equipment immediately.</p> <ol style="list-style-type: none"> 1. Care of individuals' clothing, personal property and their storage areas. 2. Maintain adaptive equipment through proper handling and cleaning as indicated. 3. Report and or correct any hazard / unsafe environmental situation or defective equipment and immediately report 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. Attend regular staff and company meetings and participate in continuing education and training. 9. Promotes the team concept and maintains open communication between staff, families and individuals served. 10. Is responsible for obtaining the required CEU's for license renewal. 11. Work extended hours and/or varying shifts. 12. Work at various sites as needed to meet staffing needs. 13. Perform other related duties and assignments as required.
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SUPERVISOR'S STATEMENT: This duty statement including the essential duties and performance standards has been reviewed by undersigned. The employee's signature indicates his/her ability and willingness to fulfill the duties of this classification.

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

Employee's Name (Print)	Employee Signature	Date
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