

Department of Developmental Services
Community State Staff Program



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

CASA LUNA

Position #472- 083 – (8414, 8312, 8423, 8311)- 959

Classification(s): REHABILITATION THERAPIST (ART, RECREATION, MUSIC, DANCE)

Work Hours: May vary; 1300-1700

Time Base: PART TIME 4 HOURS PER DAY

Days Off: Saturday and Sunday; may work occasional weekend

Location: 915 Gold Coast Court Fairfield, CA 94533

Post Date: 09/25/18

Final Filing Date: Until Filled

Information Session: NONE SCHEDULED

Location:

Conference Number:

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

Participates in the development, organization, and/or implementation of therapeutic rehabilitation activities and coordinates all special events. May accompany Individuals in planned community activities, oversee activities while in the home. Regular interaction with consumers in providing direct services, including group guidance, physical assistance, management of assault behavior, and other conditions common to a home environment.

Desirable Qualifications:

- ❖ Experience working with persons with maladaptive behaviors such as assault, SIB, PICA, property destruction, etc.
- ❖ Ability to coach and guide others to develop new skills or knowledge that will enhance their work.
- ❖ Self- motivated, high level of energy, upbeat, positive attitude and can easily motivate others to participate in activities.
- ❖ Good communication skills, decision making, organizing and planning.

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"

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DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY STATE STAFF PROGRAM
C.A.S.A. Luna, Inc.
DUTY STATEMENT

Employee Name:

Job Title: Activity & Event Coordinator

Classification: Rehabilitation Therapist (Art, Dance, Music, and Recreation)

Work Location: Isabella's Home
915 Gold Coast Court.
Fairfield, CA 94533

Work Schedule: Monday-Friday- 4 hours per day (may work occasional weekend depending on activity)

Work Hours: Part time (.50) 1300-1700 (Hours may vary)

GENERAL STATEMENT OF DUTIES: Provides therapeutic rehabilitation activities and evaluations by using the principals and practices of the discipline to develop or restore physical, emotional, and social effectiveness, with strong emphasis on functional needs of each individual served. Participates in the development, organization, and/or implementation of therapeutic rehabilitation activities and coordinates all special events.

SUPERVISION RECEIVED: Supervision by the Home Administrator or designee. 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: On-going interaction with Individuals that reside in the home. May work varying hours. Work hours are flexible and can be altered to meet the needs of the individuals' schedules with the permission of the Home Administrator. May provide services in other CASA LUNA home in Fairfield. Regular interaction with consumers in providing direct services, including group guidance, physical assistance, management of assault behavior, and other conditions common to a home environment. May accompany Individuals in planned community activities, oversee activities while in the home.

You are a valued member of Isabella's Home team. You are expected to work cooperatively with team members and others to enable Isabella's Home 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
	Maintains a safe and therapeutic environment which ensures respect and dignity and protects privacy, rights, confidentiality and physical/emotional well-being of all consumers. Develop and implement an activity program that provides recreational and leisure activities for the Individuals residing in the homes.

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 DUTY STATEMENT

40	<p>Serve as Leisure Consultant for an assigned group of individuals.</p> <ol style="list-style-type: none"> 1. Coordinate scheduling of activities with the Home Administrator and Lead Staff for home. 2. Consult with and act as resource person to Home Administrator and house staff in developing appropriate leisure choices and activities for individuals. 3. Develop, organize and coordinate the leisure activities, paid and volunteer work, and special events for each individual. 4. Coordinate community participation by maintaining a schedule that includes community trips for individuals. 5. Ongoing review individual's leisure activities and update if indicated.
20	<p>Document and communicate pertinent information about individuals to other staff.</p> <ol style="list-style-type: none"> 1. Complete documentation of individuals' response to direct services provided as indicated. 2. Observe the physical conditions and demeanor of each individual served and report indications of illness, injury, or upset to Home Administrator and/or Lead staff. 3. Prepare written reports as needed. 4. Attend and participate in Home meetings as required
20	<p>Function as a member of the Interdisciplinary Team</p> <ol style="list-style-type: none"> 1. Participate in program planning, and identification of annual program goals. 2. Provide training for house staff, families and volunteers, as indicated. 3. May participate in Individuals' Quarterly IDT meetings.
20	<p>Preserve equipment and materials in an orderly and functional condition.</p> <ol style="list-style-type: none"> 1. Provide training to individuals served and house staff in proper care, use and storage of materials. 2. Assist in replenishing supplies and materials at home. 3. Submit budget requests for equipment to Home Administrator

Updated 9/17/18