

Department of Developmental Services
Community State Staff Program



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

BELEN HAVEN, II, INC.
Position #472- 083 – 8165-963

Classification(s): REGISTERED NURSE

Work Hours: AM, PM & NOC Shift Available 90700-1530, 1500-2330, 2300-0700- Meals considered client activities)

Time Base: FULL TIME AND HALF TIME

Days Off: ROTAIONAL WITH EVERY OTHER WEEKEND OFF

Location: 3044 German Street
Fairfield, CA 94534

Post Date: 7/26/18

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

Following established standards and procedures, provides supervision, care, support, and training to individuals with Developmental Disabilities, in an ARFPSHN home setting. The Registered Nurse (RN) will function as the lead staff on the shift, under the direction of the Home Administrator. The RN performs general nursing procedures, behavior management, direct care and training as dictated by the individual's health and behavioral care needs. Participates as a member of the Interdisciplinary team and contributes to the development of the Individual Program Plan.

Desirable Qualifications:

- ❖ Experience working in an acute and/or skilled nursing environment.
- ❖ Deals tactfully and courteously with consumers, families, care providers, and the general public.
- ❖ Able to recognize and respond to changing priorities in order to meet deadlines.

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
BELEN HAVEN II
DUTY STATEMENT**

Employee Name:

Classification: Registered Nurse

Work Location: BELEN HAVEN II
3044 German Street
Fairfield, CA 94534

Days Off: Rotational with every other weekend off

Work Hours: (All meals considered client activities)
NOC shift 2300-0730
AM shift 0700-1530
PM shift 1500-2330

GENERAL STATEMENT OF DUTIES: Guided by the standards of the California's Board of Registered Nurses, the Registered Nurse (RN) performs general nursing procedures, behavior management, direct care and training as dictated by the individual's health and behavioral care needs. The RN House Manager will be the lead staff, under the direction of the Program Administrator, for one Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN) residential home. Responsible for ensuring that nursing care, staffing needs, and directives are carried out in the home as directed by the Program Administrator. On occasion, may work in Belen Haven, I Home. Responsible for ensuring that any suspicion of or knowledge of suspected abuse is reported in accordance with the law and program policies. Demonstrates the ability to maintain quality assurance standards and promotes Belen Haven II goals and objectives in accordance with the organization's policies and procedures.

SUPERVISION RECEIVED: Day to day functional supervision will be provided by Belen Haven II, Home Administrator. Performance appraisals will be completed by Belen Haven II Home Administrator in conjunction with the Community State Staff Coordinator.

SUPERVISION EXERCISED: Leads staff on the shift, under the direction of the Home Administrator. Provides direct supervision of direct care staff, may include licensed staff.

PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility and endurance to perform the duties contained in this duty statement. Ability to work in a variety of environments and settings. Hours of work may vary. All shifts are "awake" positions. Attends and participates in all of Belen Haven II's meetings. Ability to drive and possess a California's driver's license. Ability to complete course in Safe Crisis Management. Ability to complete all training as required by applicable regulations, including but not limited to Direct Support Professional (DSP) 1 & 2. Responsible to maintain and renew Registered Nurse License.

TYPICAL WORKING CONDITIONS: Daily on-going interaction with individuals 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, medicinal preparations, and other conditions common to a clinical nursing environment.

	You are a valued member of Belen Haven II team. You are expected to work cooperatively with team members and others to enable Belen Haven II 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

**DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY STATE STAFF PROGRAM
BELEN HAVEN II
DUTY STATEMENT**

	<p>Maintain a safe and therapeutic environment which ensures respect, dignity and protects privacy, rights, confidentiality and physical/emotional well-being of all individuals. This essential function will be ongoing when performing the following duties:</p>
35%	<p>Performs nursing procedures, such as administering medications and treatments including oral medication, hypodermic injections, urinary catheterization, enemas, and taking and recording temperature, pulse, blood pressure, respirations, and first aid as authorized within the scope of the Registered Nurse license.</p> <ol style="list-style-type: none"> 1) May require specialized skills in ostomy care/feeding techniques/respiratory care and adaptive equipment use and any other procedure authorized. 2) Assist physician as necessary. 3) Documents in treatment records medication/treatments the individuals have received. 4) Records the individual's response to treatment. 5) Collects data which may be in areas of infection control, monitoring disease processes, compliance with nursing procedures and policy, correct use and maintenance of medical equipment, and other regulatory requirements. 6) Develops, implements, monitors, and updates Health Care Plans.
20%	<p>Observes individuals physical condition and behavior and reports significant changes to appropriate team members.</p> <ol style="list-style-type: none"> 1) Provides behavior management support; reinforcement, intervention technique utilization including highly restrictive interventions. 2) Collects data and records information in the record and provides follow-up as needed. 3) Notifies physician and or supervisor whenever the individual has sustained injury. 4) Initiates the incident report when required. 5) Initiates temporary intervention plans and monitors temporary conditions. 6) Prepares required documentation for medical nursing assessments, health care plans and other documentation as required. 7) Train and Assist direct care staff in the prevention, detection and control of communicable disease and other health care needs.
15%	<p>Acts as a resource person and provides consultation and training to Direct Care staff, Professional staff and other Belen Haven II staff regarding nursing services and physical care needs of the assigned individuals, when requested.</p> <ol style="list-style-type: none"> 1) Provides feedback to Home Administrator regarding any issues affecting home operations and individual care; including immediate notification of any changes in care needs. 2) Promotes the team concept and maintains open communication between individual served, staff, families, Regional Center and other stakeholders. 3) Continually works with staff members in creating a professional and amiable atmosphere; encourages and supports co-workers to work as a team.
10%	<p>Assists and teach individuals in all activities of daily living such as bathing, dressing, grooming, dining. These duties include lifting, positioning and assisting in the individual mobility. (Additional needs as identified by Interdisciplinary Team. (i.e.: toileting, communication, socialization, etc.).</p> <ol style="list-style-type: none"> 1) Training will assist the individual in maximizing their independence. 2) Provide services which 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. 3) Provides positive intervention and Active Treatment for all individuals.

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	<ul style="list-style-type: none"> 4) Assists individuals in food shopping, preparation, serving and clean-up. 5) Transports individuals in the company vehicle to medical, and other appointments and activities. 6) Has knowledge and reports the whereabouts of the assigned individuals at all times.
10%	<p>Assists staff in occupational, recreational, vocational, and educational therapy programs for individuals.</p> <ul style="list-style-type: none"> 1) Includes obtaining data and implementing objectives and plans, as well as behavior interventions. 2) Encourage individuals to participate in recreational activities. 3) Will engage individuals in activities that provide opportunities for learning and practice of skills tailored to the specific needs of the individual.
10%	<p>Responds to emergencies that involve the use of medical/behavioral intervention techniques.</p> <ul style="list-style-type: none"> 1) Provides intervention that ensures safety to both the individual and staff. 2) Monitors emergency equipment, medication, and treatment supplies. 3) Must competently use nonviolent crisis intervention skills to manage client's assaultive behaviors.
MARGINAL DUITES	
None	

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
RC Supervisor's Name (Print)	RC 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