



Department of Developmental Services

Community State Staff Program



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

**San Gabriel Pomona Regional Center
Position #472-084-8165-997**

Job Title/ Classification: Registered Nurse Advocate/ Registered Nurse

Work Hours: 8:30 am-5pm

Time Base: FULL TIME

Days Off: Saturday-Sunday

Location: 75 Rancho Camino Drive Pomona, CA 91766

Post Date: April 15, 2020

Final Filing 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)

Registered Nurse provides coordination and consultation to Regional Center staff, service providers, clients and families regarding health and developmental needs and standards of nursing care. Coordinator of nursing assessments/level of care determinations by provider nurses. Assists in the coordination of certifications for the Medicaid Waiver program. Consultation and training regarding medical terminology, diagnosis, medical and surgical procedures and medical reports. Demonstrates the ability to maintain quality assurance standards and promote goals and objectives in accordance with the organization's policies and procedures. Perform as Executive Director's designee as assigned, consent for medical, specialty care and health treatment to protect health and well-being of individuals served by SG/PRC.

Desirable Qualifications:

- ❖ **Teamwork:** values others, cooperates, is flexible, and works in partnership with team.
- ❖ **Respectful Communication:** has patience, manages own reactions and ensures understanding. Shows cultural awareness and is mindful of others.
- ❖ **Professionalism:** Respects the agency and its employees, is positive, responds and follow through, maintains boundaries.
- ❖ **Continuous Learning:** Is technically competent, demonstrates good judgement, maintains and builds own skills.
- ❖ **Flexible work hours and has own vehicle, CA Driver's License and auto insurance.**

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, Program Director

Application postmarked, personally delivered or receiver via interoffice mail after final filing date will not be accepted. Questions regarding your application, contact: Southern Cal Coordinator at (714) 957-5593.

"Enriching Services Through State Staff Expertise"

**DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY STATE STAFF PROGRAM
SAN GABRIEL POMONA REGIONAL CENTER
DUTY STATEMENT**

**Work Location: San Gabriel Pomona Regional Center (SG/PRC)
75 Rancho Camino Drive Pomona, CA 91766**

Work Hours: Monday-Friday 8:30am-5:00pm

JOB TITLE: NURSE ADVOCATE R.N.

GENERAL STATEMENT OF DUTIES:

While maintaining good public relations with the community and implementing the mission of San Gabriel Pomona Regional Center (SG/PRC), this position provides support to case management staff, regarding health care needs of individuals who receive services from SG/PRC. This position also involves training, planning and consultation to provide information on health and disease to individuals with developmental disabilities, families, and staff. Serves as a Nurse Advocate, R.N. to case managers regarding health care facilities and is available to evaluate the quality of health services provided to clients. This position is also responsible for ensuring that any suspicion of or knowledge of suspected abuse is reported in accordance with the law and program policies, and all information will be maintained for individuals served by SG/PRC as confidential in compliance with the Federal Health Insurance Portability and Accountability Act of 1996 (HIPPA) and the California Lanterman Act. Daily attendance at SG/PRC's office is required. Maintain and update records/reports according to accepted professional standards. Recommend Bachelor Degree with Public Health Certificate.

SUPERVISION RECEIVED: Report directly to SG/PRC Nurse Manager. Performance appraisals will be completed by SG/PRC Nurse Manager in conjunction with Community State Staff Coordinator.

SUPERVISION EXERCISED: None.

PHYSICAL DEMANDS:

- Extensive sitting at workstation and in vehicle.
- Frequent walking throughout office, other agencies and facilities. May be required to walk long distances to offices and walk up and downstairs.
- Frequent driving to visit facilities and attend off site meetings.
- Occasional lifting of up to 20 lbs. moving stored files, supplies, equipment, etc.
- Frequent bending, stooping, and stretching to access files and charts.
- Adequate manual dexterity and coordination to operate standard office equipment, computer, telephone, etc.
- Hearing and vision corrected to normal range for frequent driving and reading of materials

TYPICAL WORKING CONDITIONS: Ongoing interaction with individuals supported by SG/PRC, family members, community providers, developmental center staff, and the general public. Participate in planning process to meet clients' identified needs. Position requires prolonged sitting, extensive use of telephones and computers, and travel to community home/health care facilities within SG/PRC's catchment area. Occasional travel to health care facilities outside of SG/PRC catchment area. Must have use of an automobile or ability to

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provide for independent transportation plus possession of a valid California Driver's License and automobile liability insurance of \$100,000 - \$300,000. May require occasional work outside of normal working hours. Maintains grooming, dress and hygiene that conveys clean, neat, businesslike appearance. Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement.

You are a valued member of the SG/PRC team. You are expected to work cooperatively with team members and others to enable SG/PRC 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
25	Provides coordination and consultation to Regional Center staff, service providers, clients and families regarding health and developmental needs and standards of nursing care. Consultation and training regarding medical terminology, diagnosis, medical and surgical procedures and medical reports. Act as Liaison to ARFPSHN Residential homes for Developmental Center Movers and to respite provider agencies and designated local NICUs. Primary focus will be diagnosis, evaluation, consultation, coordination and serving as a liaison to various entities.
25	Coordination of nursing assessments/level of care determinations by provider nurses. Consultation with local health care providers regarding client health needs and responding to emergency health issues of clients. Assists in acquiring information to ensure client records are maintained and updated. Participates in clinical and team meetings to develop health care plans for individual clients and monitors plans, as necessary. Collaborates and consults with program services as clients' needs are identified.
20	Provide monitoring visits, with or without prior notice, at ARFPSHN facilities, evaluate the care being provided to the clients and complete the required reports per regulation and submits to DDS. Direct clinical services such as medical or nursing care not provided by the Regional Center. Attends Internal Meetings.
15	Provide monitoring visits for residential facilities and programs as assigned and participate on the eligibility determination team to provide input on medical issues. Provide consultation and training on health-related issues to SG/PRC staff and community groups and providers involved in the care and services for individuals with developmental disabilities.
10	Advocate for the provision of quality health care and quality end of life care in the community. Collaborate with community hospital staff and monitor health status of individuals served by SG/PRC post-hospital discharge. Provide developmental and health information to individuals served by SG/PRC and their families and hospital staff for hospital discharge planning. Perform as Executive Director's designee as assigned, consent for medical, specialty care and health treatment to protect health and well-being of individuals served by SG/PRC.

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	Assist family members and/or community providers using a medical home case management model to ensure provision of comprehensive health care services.	
5	<p>Consultation to Quality Assurance Unit for Corrective Action Plans and Placement Committee regarding client health status and assists in the coordination of the certifications for the Medicaid Waiver program.</p> <p>Represents SG/PRC at case conferences and interagency meetings. Chairs or participates on committees related to health needs. Provide assistance with Federal program compliance as assigned. Provide assistance in audit reviews and their preparation as assigned. Performs other related duties as required.</p>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SAN GABRIEL POMONA RC Supervisor's Name (Print)	SAN GABRIEL POMONA 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

Revised 11/22/19