



Department of Developmental Services

Community State Staff Program



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

**Integrated Treatment Services
Position #472-583-8232-989**

Job Title/ Classification: Licensed Psychiatric Technician

Work Hours: 6am-2pm 2pm-10pm 10pm-6am

Time Base: FULL TIME

Days Off: Rotating Set Days Off

Location: Garden Grove, CA Orange County

Post Date: May 8, 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)

Follows established standards and procedures, provides supervision, care, support, and training to individuals with Developmental Disabilities in an EBSH setting. Assists individuals with ADLs such as dining, toileting, grooming and with community integration skills. Assist individuals with community integration skills and work opportunities. Follows directions and communicates effectively in English. 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, residents' service needs, emergency disaster protocol and behavior plans.

Desirable Qualifications:

- ❖ **Able to communicate and collaborate with individuals, families, Regional Center staff and other health care professionals in meeting each consumer's identified needs.**
- ❖ **Motivated, independent individual who can organize workload so that all functions are completed appropriately.**
- ❖ **Flexible work hours and ability to drive a motor vehicle on outings.**
- ❖ **Analyze situations accurately and take effective action.**

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, PD So Cal CSSP Coordinator

Application postmarked, personally delivered or receiver via interoffice mail after final filing date will not be accepted. Questions regarding your application, contact: (916) 322-7790. 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
Integrated Treatment Services LLC
LICENSED PSYCHIATRIC TECHNICIAN
DUTY STATEMENT**

Classification/Title: LICENSED PSYCHIATRIC TECHNICIAN

Work Location: 12921 Gilbert Street Garden Grove, CA

Days Off: Rotating Set Days Off

Work Hours: AM 6am – 2 pm PM 2 pm – 10 pm NOCs 10pm – 6am

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 in English. 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. May be asked to work extended hours and/or varying shifts. Responsible for attending training and participate in Integrated Treatment Services' meetings. May be required to drive on community outings and escort individuals in a company owned vehicle. Is a mandated reporter of observed or suspected neglect or abuse and is reported in accordance with regulations. Complete and maintain a current CPI (Crisis Prevention Intervention) certificate.

SUPERVISION RECEIVED: Day to day functional supervision will be provided by Integrated Treatment Services' Home Administrator. Performance appraisals will be completed by Integrated Treatment Services' 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. 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 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.

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<p>You are a valued member of Integrated Treatment Services team. You are expected to work cooperatively with team members and others to enable Integrated Treatment Services 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>	
%	ESSENTIAL DUTIES
	<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. Good written and verbal communication skills, interpersonal, multi-tasking, critical thinking and active listening skills. Maintain skills in teaching, comparing, basic math, classifying, analyzing, coordination, innovation and strategizing. 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>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. 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 Program Plans (IPP) objectives using appropriate methodology (including setting limits for behavior and adhering to a behavioral program for each person).
25	<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. 5. Assist individual with community integration skills and work opportunities.

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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 or others.</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 Integrated Treatment Services’ 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>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 acts as an advocate for the individual.
5	<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, skills task, behavioral plans and objectives.

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	MARGINAL DUITES	
10	<p>Performs light housework duties. (Includes but not limited to: laundry, bed making, ordering of personal supplies, and clothing). Attends training as required by Integrated Treatment Services 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. 	
<p>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.</p>		
Integrated Treatment Services Supervisor's Name (Print)	Integrated Treatment Services Supervisor's Signature	Date
Community State Staff Coordinator's Name (Print)	Community State Staff Coordinator's Signature	Date
<p>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</p>		
<p>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.</p>		
Employee's Name (Print)	Employee Signature	Date