

Department of Developmental Services  
**Community State Staff Program**



For more information, visit: [www.dds.ca.gov/devctrs/dclnitiatives\\_community.cfm](http://www.dds.ca.gov/devctrs/dclnitiatives_community.cfm)

**KERN REGIONAL CENTER**

**Position #472 582 8165-954**

**Job Title/Classification(s): REGISTERED NURSE**

**Work Hours:** 0800-1630

**Time Base:** FULL TIME

**Days Off:** SATURDAY-SUNDAY

**Location:** 3200 NO.SILLECT AVE. BAKERSFIELD, CA 93308

**Post Date:** 5/8/2020

**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)

Assists with the implementation of the community placement plan in conjunction with the closure plan for Porterville Developmental Center's General Treatment Area. This position is responsible for assessment of individuals identified for community placement by researching and providing developmental and health information as required for program planning and individual health care plan development. The Regional Center RN will participate in transition planning meetings and assist with training community residential and day program care providers to prepare for KRC client's transition from the developmental center to the community.

**Desirable Qualifications:**

- ❖ Coaches others in setting sensible goals
- ❖ Provides specific observations, accurate assessments and documents timely reports.
- ❖ Deals tactfully and courteously with consumers, families, care providers, and the general public.

**Who May Apply:** Any permanent full 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 9<sup>th</sup> Street (MS-Q)  
Sacramento, CA 95814  
Attn: Kristin Lehn, Personnel Services

Application postmarked, personally delivered or receiver 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  
KERN REGIONAL CENTER  
DUTY STATEMENT

**Employee Name:**

**Work Location:** Kern Regional Center (KRC)  
3200 No. Sillect Ave. Bakersfield CA 93308

**Work Hours:** Monday-Friday 8am 5 pm

**JOB TITLE:** REGISTERED NURSE

**GENERAL STATEMENT OF DUTIES:**

While maintaining good public relations with the community and implementing the mission of Kern Regional Center, this position is responsible for supporting the health needs of individuals with developmental disabilities. This position also involves training, planning and consultation to provide information on health and disease to individuals with developmental disabilities, families, and staff. Identifies, coordinates and provides information on client benefits and services. Serves as a consultant to case managers regarding 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 KRC as confidential in compliance with the Federal Health Insurance Portability and Accountability Act of 1996 (HIPPA) and the California Lanterman Act. Daily attendance at KRC's office is required. Maintain and update records/reports according to accepted professional standards.

**SUPERVISION RECEIVED:** Report directly to KRC Director, Clinical Services. Performance appraisals will be completed by KRC Clinical Supervisor 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 KRC, 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/facilities

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within KRC's catchment area, and Porterville Developmental Center. Must have use of an automobile or ability to 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 KRC team. You are expected to work cooperatively with team members and others to enable KRC 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
20	Coordinates and participates in the role of a nurse consultant at Porterville Developmental Center, visiting and evaluating individuals supported by KRC. Evaluates medical records received and provides necessary follow up activities. Develop health transition/care plans for persons transitioning from developmental centers to the community in collaboration with developmental center staff and KRC staff and participate in pre- and post-planning meetings.
20	Assess individual client nursing and health needs, including seeing clients for history and physical exams. Arranges for special examinations, tests, or other procedures to clarify the diagnosis when the primary physician is unable to do so. 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.
15	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 submit to DDS
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 KRC staff and community groups and providers involved in the care and services for individuals with developmental disabilities.
10	Complete SIRs, SIR Reviews, Corrective Action Plans (CAPS), and maintain reports to other agencies as appropriate (e.g. Adult Protective Services APS) and Department of Child and Family Services (DCFS)
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 KRC post-hospital discharge. Provide developmental and health information to individuals served by KRC and their families and hospital staff for hospital discharge planning. Assist family members and/or community providers using a medical home case management model to ensure provision of comprehensive health care services.

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5	Provide recommendations for nursing level of care for individuals served by KRC to assist the IDT in making recommendations for residential placements. Provide recommendations for nursing respite level of care for individuals served by KRC.
5	Participates on Quality Assurance Teams and Medicaid Waiver Reviews. Represents KRC 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.

<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
RC Supervisor's Name (Print)	RC Supervisor's Signature	Date
Community State Staff Coordinator's Name (Print)	Community State Staff Coordinator's Signature	Date

<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>		
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

Updated 7/31/17