

Department of Developmental Services
Community State Staff Program



For more information, visit: <https://www.dds.ca.gov/general/careers/>

ELWYN CALIFORNIA
Position # 472-582 - 8165- 950

Classification: REGISTERED NURSE
Job Title: House Manager
Work Hours: 0630 – 1500 or 1430 - 2300
Time Base: FULL TIME
Days Off: Sunday-Monday OR Friday-Saturday
Location: **TO BE DETERMINED (Varies, including but not limited to Sonoma/Napa, South Sacramento, Contra Costa)**

Post Date 2/18/2022

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)

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. Performs nursing procedures as authorized within scope of practice. 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.
- ❖ Conscientious go-getter who is highly organized, dedicated, and committed to professionalism.

Who May Apply: Any permanent full time DC/CF or current CSSP 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:

Department of Developmental Services
Community State Staff Program
1215 O St. MS 10-40
Sacramento, CA 95814
Attn: Kristin Lehn, Cert Unit

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) 654-3369 or Southern California at (714) 957-5593.

"Enriching Services Through State Staff Expertise"

DEPARTMENT OF DEVELOPMENTAL SERVICES

COMMUNITY STATE STAFF PROGRAM

ELWYN CALIFORNIA

DUTY STATEMENT

Classification: Registered Nurse
Job Title: House Manager

Work Location: ELWYN CALIFORNIA
TO BE DETERMINED (Varies, including but not limited to Sonoma/Napa, South Sacramento, Contra Costa)

Days Off: Varies: Fri-Sat. or Sun-Mon
Work Hours: Varies: 0630-1500 or 1430-2300

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 (ARFPHN) residential home. Responsible for ensuring that nursing care, staffing needs, and directives are carried out in the home as directed by the Program Administrator. 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 Elwyn California goals and objectives in accordance with the organization's policies and procedures.

SUPERVISION RECEIVED: Day to day functional supervision will be provided by Elwyn California, Home Administrator. Performance appraisals will be completed by Elwyn CA.'s 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 Elwyn CA'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.

%	<p style="text-align: center;">ESSENTIAL DUTIES</p> <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>
---	---

	<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. 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.
	<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.
	<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.
	<p>Assists staff in occupational, recreational, vocational, and educational therapy programs for individuals.</p> <ol 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.
	<p>Responds to emergencies that involve the use of medical/behavioral intervention techniques.</p> <ol style="list-style-type: none"> 1) Provides intervention that ensures safety to both the individual and staff.

	<ul style="list-style-type: none"> 2) Monitors emergency equipment, medication, and treatment supplies. 3) Must competently use nonviolent crisis intervention skills to manage client's assaultive behaviors.
	<p>Acts as a resource person and provides consultation and training to Direct Care staff, Professional staff and other Elwyn CA staff regarding nursing services and physical care needs of the assigned individuals, when requested.</p> <ul 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.
	MARGINAL DUITES
	None