



JOB DESCRIPTION: DIRECT SUPPORT PROFESSIONAL

JOB TITLE	Direct Support Professional	COMPENSATION GRADE	Service – Level Family
JOB CODE	DRCTSPR	FLSA DESIGNATION	Non Exempt
RATE TYPE	Hourly	CLASS CODE	9085

JOB SUMMARY

The Direct Support Professional supports individuals with developmental disabilities to have a quality of life. To promote the health, safety and well-being of individuals. A Direct Support Professional serves as an advocate for individuals in communicating their needs and goals.

KNOWLEDGE, SKILLS and ABILITIES

Knowledge	Knowledge of state and federal laws, Regional Center, Department of Social Services, Department of Developmental Services, and State Council on Developmental Disabilities, knowledge of Title 17 and 22, knowledge of dual diagnosis, individual program plans, knowledge of client service needs, knowledge of medication administration protocol, knowledge of emergency disaster protocol, knowledge of abuse reporting protocol, and knowledge of behavior plans.
Skills	Organization skills, time management skills, analytical skills, good written and verbal communication skills, interpersonal skills, multi-tasking skills, critical thinking, active listening, reading comprehension, teamwork, interpretation, problem-solving, teaching, comparing, classifying, analyzing, coordinating, innovating and strategizing.
Abilities	Ability to interact effectively with management, social perceptiveness, maintain confidentiality, detail-oriented, flexibility, adaptability, prioritize, ability to work with a diverse population, ability to work with clients with behaviors, ability to administer medications and treatments, positive attitude, work ethic, responsibility, self-discipline, creativity, multi-cultural awareness, empathy and concentration.

EDUCATION and EXPERIENCE

**Education and Experience requirements may vary depending on Residential Facility Location.*

Education	Must have a High School Diploma or equivalent. Must obtain DSP I certificate within 6 months of employment in accordance with Title 17 Requirements.
Experience	Must have at least one-year experience professional or personal experience supporting individuals with developmental disabilities or mental illnesses with challenging behaviors. Must maintain active First Aid and CPR certification and must obtain Crisis Prevention Intervention (CPI) Certification within 30 days of employment

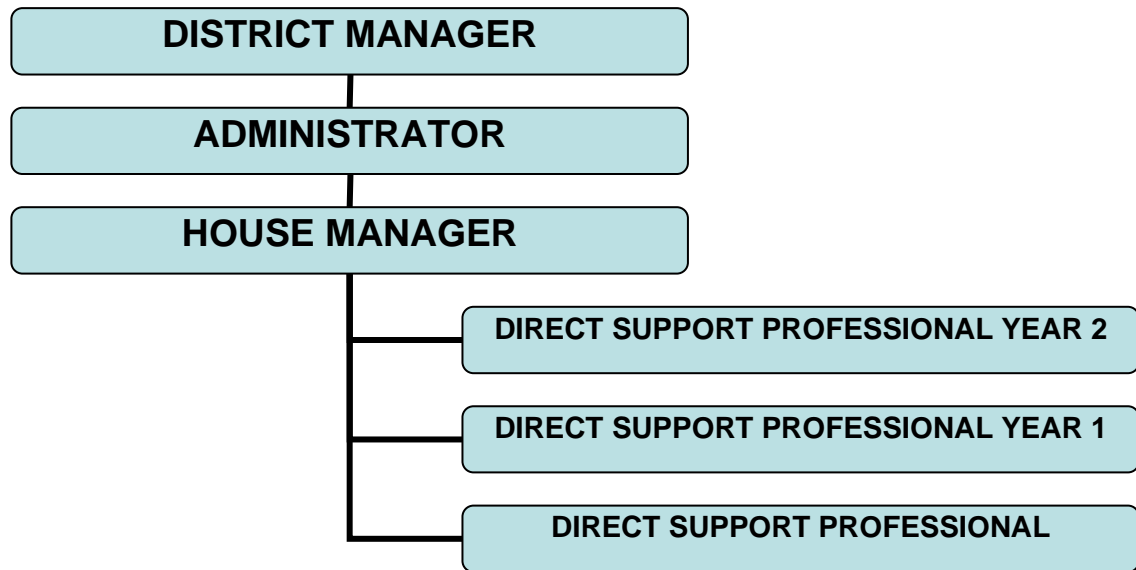
ESSENTIAL FUNCTIONS

- Attend to the needs of each resident, including assisting them with grooming, bathing, hygiene, toileting to include incontinence, feeding and communicating other individual needs they may have
- Support the needs and goals of each resident by taking them to medical appointments, to visit family and friends, to preferred leisure/recreational activities, and encouraging them to socialize with peers
- Follow all physicians' orders, including administration of medication
- Ensure all court orders and proper reporting procedures are followed
- Schedule annual medical and dental appointments as needed per medical professional, Individual Program Plan (IPP) and/or Individual Service Plan (ISP)
- Implement approved emergency procedures in the event of a fire, earthquake, or other natural disasters
- Participate in the development of the IPP/ISP goals
- Provide training to residents as outlined in the IPP/ISP to meet their goals
- Maintain records of medical/dental visits, current weight, medication (dosage, frequency and times of administration, reasons for medications, side effects, illnesses, injuries, special incidents, Personal and Incidental (P&I) funds and personal possessions
- Ensure meals are prepared in accordance with posted menus
- Ensure house rules are followed
- Purchase food and supplies using facility funds as needed
- Maintain a clean, safe, and healthy environment by cleaning the home, informing the Administrator about any broken/inoperable items, locking up medication and toxic chemicals, and reporting any problems that could cause injuries or illness
- Communicate on a regular basis with Regional Center, day programs and other service providers and agencies as needed
- Report special incidents and suspected resident abuse according to applicable laws and regulations to include completing Special Incident Report (SIR) forms and report to the Administrator
- Maintain a master calendar of appointments, facility activities, meetings with Regional Center and other agencies as applicable
- Attend staff meetings and participate in continuing education
- Maintain daily notes in accordance with Title 17 and Title 22, and any other daily data collection as outlined in the home's Program Design
- Follow all BCBA, LMFT and any other professional staff/consultant's guidance and directions to ensure residents needs and behavior plans are being met.
- Report ANY unusual occurrences/activities and health & safety issues to the Administrator in a timely manner
- Perform other duties as assigned

PHYSICAL REQUIREMENTS

The Direct Support Professional position will typically work in an office environment with occasional work outside and in small enclosed spaces. Frequent sitting, fingering, grasping, feeling, talking, hearing and repetitive motions. Occasional lifting of 50 lbs. Occasional bending, twisting, stooping, squatting, pushing, pulling, standing, crawling, reaching, walking, driving, traveling, kneeling and crouching.

CAREER PATH



OTHER REQUIREMENTS

This position will require a valid California ID or Driver's License. Candidate must successfully pass all pre-employment requirements, including but not limited to background check, physical etc. If required to drive, candidate must possess proof of valid insurance and registration. Must be at least 21 years of age to drive for People's Care.

This job description shall not be construed as a contract for employment. People's Care is an at-will employer.

The work environment characteristics, required knowledge, skills, abilities, essential functions, and physical requirements described here are representative of those an employee encounters while performing work in this position. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and physical requirements, unless doing so would create undue hardship for the company.

This may not be an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with this position. While this job description is intended to be an accurate reflection of the current position, management reserves the right to revise the job description to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in workload, business needs, facility, or technological advances).

By signing below, I acknowledge that I have read and understand the duties, requirements, responsibilities, essential functions, and physical requirements of this position with People's Care, as outlined in this job description.

APPLICANT NAME (PRINTED)

APPLICANT SIGNATURE

DATE



JOB DESCRIPTION: LICENSED VOCATIONAL NURSE

JOB TITLE	Licensed Vocational Nurse	COMPENSATION GRADE	Professional Family
JOB CODE	LCNSDDVNR	FLSA DESIGNATION	Non-Exempt
RATE TYPE	Hourly	CLASS CODE	9085

JOB SUMMARY

The Licensed Vocational Nurse supports the residents' and participants' health needs such as administering medications, performing injections and g-tube insertions. This position is responsible to monitor and observe any changes to behaviors and conditions in order to maintain the well-being of the individuals. To serve as an advocate and support their daily living needs and goals per the Individual Program Plan.

KNOWLEDGE, SKILLS and ABILITIES

Knowledge	Knowledge of state and federal laws, knowledge of regional center, department of social services, department of developmental services, and state council on developmental disabilities, knowledge of dual diagnosis, knowledge of Title 17 and 22, knowledge of Individual Program Plans, knowledge of behavior interventions, knowledge of nursing interventions, knowledge of emergency disaster protocol, and knowledge of abuse reporting protocol.
Skills	Presentation skills, organization skills, time management skills, leadership skills, analytical skills, good written and verbal communication skills, interpersonal skills, multi-tasking skills, activity skills, critical thinking, active listening, interpretation, reading comprehension, teamwork, problem-solving, persuading, negotiating, teaching, comparing, classifying, analyzing and coordinating.
Abilities	Ability to interact effectively with management, social perceptiveness, maintain confidentiality, detail oriented, flexibility, adaptability, prioritize, ability to administer gastrostomy tubes and shots, ability to work with a diverse population, ability to work with clients with behaviors, ability to administer medications and treatments, positive attitude, multi-cultural awareness, ability to de-escalate resident behavior issues, ability to mediate staff issues, work ethic, responsibility, self-discipline, creativity, ability to establish rapport, empathy, concentration, and training.

EDUCATION and EXPERIENCE

Education	Must have High School Diploma or equivalent. Must have a valid LVN license, have DSP I and DSP II certificates, CPR/FA and CPI certification.
Experience	Must have at least six months experience as a LVN in a residential care facility or similar field. Must have at least one year experience supporting adults with developmental disabilities.

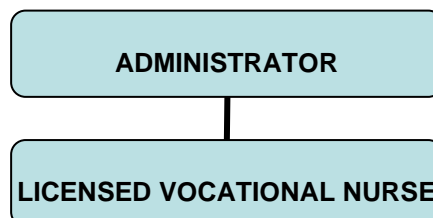
ESSENTIAL FUNCTIONS

- Administer medications to individuals and follow the five rights for verification purposes
- Attend residents' doctor appointments and address any concerns and changes with the attending physician
- Assist individuals with activities of daily living such as bathing, cleaning, preparing meals, grooming, cooking, cleaning etc.
- Assess residents' and participants' wounds, help with dressing change and breathing treatments, as needed
- Audit all medications during a new medication cycle and check the five rights for verification
- Perform g-tube insertions for feeding to individuals
- Perform colostomy care to individuals
- Perform intramuscular injections
- Perform diabetes insulin medication injection to individuals
- Evaluate residents' and participants' level of consciousness, neurological factors, and whether they are responsive and oriented post seizure and/or any traumatic episodes
- Redirect in the event of a behavioral episode and continue to support and listen to individual's needs
- Complete and update client notes system on a daily basis. Observe and report any unusual behaviors and injuries so both Behavior Consultant and Administrator are fully informed
- Assess and identify sign and symptoms of infections (early and late signs)
- Perform basic physical review such as checking for vital signs, (understanding normal and abnormal measures) and head to toe assessments
- Participate in community outing events with the individuals such as hiking, going to the beach, and other leisure activities
- Performs other related duties and assignments as required

PHYSICAL REQUIREMENTS

The Licensed Vocational Nurse position will typically work in residential care facilities. Frequent sitting, fingering, grasping, feeling, talking, hearing and repetitive motions. Occasional lifting of 50 lbs. Occasional bending, twisting, stooping, squatting, pushing, pulling, standing, crawling, reaching, walking, driving, traveling, kneeling and crouching.

CAREER PATH



OTHER REQUIREMENTS

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JOB DESCRIPTION: LICENSED PSYCHIATRIC TECHNICIAN

JOB TITLE	Psychiatric Technician	COMPENSATION GRADE	Professional Family
JOB CODE	PSYCHTECH	FLSA DESIGNATION	Non-Exempt
RATE TYPE	Hourly	CLASS CODE	9085

JOB SUMMARY

The Licensed Psychiatric Technician monitor the health and well-being of the individuals in the adult residential facilities. To work with the behavior consultant in following the behavior plans as outlined in the individual care plan. To observe individuals for changes in conditions or behavior and report these changes to appropriate personnel. To perform gastrostomy tube feedings and administer shots to individuals when necessary.

KNOWLEDGE, SKILLS and ABILITIES

Knowledge	Knowledge of state and federal laws, knowledge of regional center, department of social services, department of developmental services, and state council on developmental disabilities, knowledge of dual diagnosis, knowledge of Title 17 and 22, knowledge of individual program plans, clinical knowledge, knowledge of behavior modification programming and technical proficiency.
Skills	Presentation skills, organization skills, time-management skills, leadership skills, analytical skills, good written and verbal communication skills, interpersonal skills, multi-tasking skills, critical thinking, active listening, interpretation, reading comprehension, teamwork, behavior management, problem solving, persuading, negotiating, teaching, comparing, classifying, analyzing and coordinating.
Abilities	Ability to interact effectively with management, social perceptiveness, maintain confidentiality, detail oriented, flexibility, adaptability, prioritize, ability to work with a diverse population, ability to work with clients with behaviors, ability to administer medications and treatments, ability to administer gastrostomy tubes and shots, positive attitude, work ethic, responsibility, self-discipline, creativity, multi-cultural awareness, empathy, concentration and training.

EDUCATION and EXPERIENCE

Education	High School Diploma. Must have Psychiatric Technician License. DSP I and II. CPR/FA and CPI certified.
Experience	1 year experience working with adults with developmental disabilities.

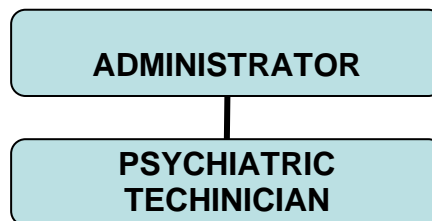
ESSENTIAL FUNCTIONS

- Audit all medications, double check prescriptions to ensure that they match what's on the medication administration record (MAR) and on the bottle
- Administer medications to individuals and follow the five rights for verification purposes
- Monitor individual's baseline such as normal temperature and behavior and report any significant changes to the physician and the administrator
- Attend to client care needs such as grooming, showering, toileting, feeding and oral hygiene
- Perform g-tube (gastrostomy) insertions for feeding to pertinent individuals
- Assist in maintaining a safe, neat and clean environment for individuals and report any possible harmful items and/or environments to administrator
- Write individual progress reports and conduct ongoing assessments by following the behavior consultant's written behavior intervention plans
- Provide individualized attention to each individual and make sure that they attain the highest physical, mental and psychosocial well-being
- Perform all job responsibilities in accordance with prescribed safety and infection control procedures including thorough hand washing, use of disposable gloves when indicated and proper disposal of soiled materials
- Complete and update electronic client notes entries
- Report any incidents or evidence of abuse or violation of residents' rights to Administrator and appropriate agencies
- Performs other related duties and assignments as required

PHYSICAL REQUIREMENTS

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CAREER PATH



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