

JOB DESCRIPTION

TITLE; DIRECT TRAINING STAFF ICF/DD-N/ H STATUS; AT WILL, NON EXEMPT

STATEMENT OF THE JOB;

Under general supervision of the Facility Manager, the **Direct Training Staff** is responsible for the care and supervision of people with developmental disabilities living in Peppermint Ridge homes in accordance with mandates of public law, state regulations and within agency operating plans.

DUTIES AND RESPONSIBILITIES;

Under the supervision of the Facility Manager:

- 1) Implements and documents training programs described in the Individual Program Plan (I.P.P.'s). Assists in maintaining a program of instruction in living skills integrated into the daily living routine, including:
 - a. self-help skills
 - b. independent living skills
 - c. communication skills
 - d. social/behavioral skills
 - e. community integration skills
- 2) Regularly reviews the training emphasis as set up in the I.P.P.'s for each resident.
- 3) Has responsibility for supervision of assigned residents and knowledge of their whereabouts at all times.
- 4) Assists in meeting resident's health and personal hygiene needs:
 - a. Checks health and personal hygiene daily and reports any problems to the Facility Manager.
 - b. Gives needed personal care (bathing, assistance with toileting, and eating needs),
 - c. medications and treatments as assigned on work schedule
 - d. When required; accompanies residents for professional medical/dental appointments and hair care.
- 5) Prepares and serves breakfast, lunch or dinner, appropriate to the shift being worked. Follows prescribed menu. When prescribed, allows residents to assist in food preparation and clean-up.
- 6) Works to maintain high standards of cleanliness throughout the home (housekeeper is responsible for thorough daily cleaning).
- 7) Assists in planning, coordinating and supervising leisure time activities of residents.
- 8) Assists with parents, caseworkers and day program contacts as required by the Facility Manager.
- 9) Attends in-service training and staff meetings as assigned by the Facility Manager and within In-service training requirements.
- 10) May be required to have a valid California Driver's License and operate company owned vehicles.
- 11) Performs other duties as assigned.

REQUIREMENTS

1. Must be willing to complete a personal background investigation conducted by the State of California and must meet California Community Care Licensing and Department of Health standards for employment according to Title 22 and 17.
3. Must possess basic knowledge of the English language written and verbal.
4. Must be willing to complete a health screening physical examination that includes a drug screen.
5. Must be capable of obtaining CPR Certification Card.
6. Must be capable of obtaining First Aid Certification Card.
7. Must be willing to work with a culturally integrated workplace, and be willing to respect human differences based upon race, age, handicap, religion, sexual orientation, political persuasion, place of origin, color, or any other condition that distinguishes people from one another.

PREFERRED:

1. Valid California driver's license, and driving record that meets insurance and Motor Vehicle Operating Standards.
2. Previous experience working directly with people with developmental disabilities.

REQUIRED QUALIFICATIONS

1. 150 hours of specialized training in the care of individuals with developmental disabilities who live in an ICF/DD-N 50 theory 100 clinical DDN attendant training, Medication administration part 1-2.

ICF DD-H& N STAFF INSERVICE TRAINING REQUIREMENTS – January 2, 2007

Within the times indicated, all direct care personnel, i.e. Facility Managers, Direct Training Staff, QMRP's and O/C staff, must complete **all** requirements.

ORIENTATION - 32 hrs	Within the 1st 32 hrs. of employment
CONTENT	INSTRUCTOR
NEW HIRE ORIENTATION DAY 1-4 (Day 1) New hire orientation, Introduction, Ridge paperwork, History, Philosophy, Value system, personnel policies & procedures, timesheets/benefits, Client needs, ISP/IPP-active treatment vs. normalization, client rights, incident Reporting, abuse, Universal Precautions, Hazardous Materials, Sanitation Principals, HIPPA-Confidentiality (8 hrs) (Day 2) Location of gas & water, Fire drills/emergency code procedures, Meal prep., staff scheduling, hospital and police, data collection, day programs, active treatment and an oral test of knowledge. (8 hrs) (Day 3&4) 8 hrs each orientation in home other than assigned, 8 hr. orientation in assigned home. (16 hrs) Total time (32 hours).	STAFF DEVELOPMENT COORDINATOR
Emergency and safety procedures; fire and disaster plan; emergency procedures for choking (2 hour)	VIDEO

The above topics are to be completed prior to reporting for duty.

ORIENTATION TO CLIENT NEEDS: Each client's ISP/IPP/IEP; meds location, administering/recording, side effects; seizure recognition/recording; incident reports.; health & emergency procedures; client rights; abuse reporting; sexuality, client daily activities; adaptive equipment; tour of facility. ORIENTATION TO THE HOME: / PROGRAM DESIGN: Location of First Aid kit, fire extinguishers, emergency phone numbers, disaster plan, doctors, fire department, poison control, hospital & police departments. (5 hours)	FACILITY MANAGER OR DESIGNEE
A. REQUIRED CLASSES Fire & Safety - 2 hr. class - Renew annually CPR/First Aid - 8 hrs. – Renew annually Client Rights - 2 hrs. – Renew annually Is This Abuse? - 1 hr. – Renew annually..... Universal Precautions..... Medication Administration Part I & II - 10 hrs. Medications Review – Renew annually CP I Training 8 Hrs.	Within 6 months of date of hire. Within 30 days of hire. Done at Orientation. Done at Orientation. Done at Orientation and renew annually Within 6 months of date of hire. *Initial class will be paid at regular rate. If you don't pass, make-up class is on your own time (unpaid). Required annually. Required annually
B. DD-N ATTENDANT TRAINING 50 hrs. Theory / 100 hrs. Clinical (Wednesday training requirements) Plus classes in 20 additional categories	Within 3 mos. of date of hire. (To be completed no later than 6 mos. from DOH) A goal of eight hours per month, starting with month following date of hire.

Wages are paid for all hours attended in CPR, First Aid, C.P.I., and Medication Training. For each of these classes, three hours of credit are applied toward the required monthly in-service. All 24 categories, including Fire & Safety, CPR, First Aid, Client Rights, C.P.I. and Medications are required annually.

ACKNOWLEDGEMENTS AND EMPLOYMENT AGREEMENTS

I hereby certify that I possess all of the "Essential Requirements" of the job outlined in the job description for the position of **Direct Training Staff**, except as noted here.

None

Or please specify any exception:

I hereby certify that I am fully capable of completing all of the responsibilities documented within the job description and that I do not have a physical or mental disability that would require a special job accommodation or that would jeopardize the health and/or safety of my co-workers during the course of my employment in this position.

OR If an accommodation is required, please specify:

I hereby certify that I understand that this job description is not intended to be all-inclusive, and that I am expected and hereby agree to perform other job-related tasks properly assigned to me by my supervisor. I clearly understand and agree that the Agency has a legal right to revise or change this document in part or in total as business needs dictate. I understand and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the Agency is "at-will" for an unspecified duration and may be terminated at any time by me or the Agency as specified by Section 2922 of the California Labor Code.

If hired as a non-regular employee (on call) I understand that I am not guaranteed any number of hours per week, nor am I guaranteed any work at all. I am expected to be available to work the hours I have submitted that I am available and to come to work on time and leave at the scheduled time. The Agency will respect the limits of my availability and shall not punish me for not being available outside the hours of my stated availability. The Agency may stipulate I be available a minimum number of hours.

I also understand that the Agency schedules non-regular staff based on special circumstance need and reserves the right to match an employee to the specific special circumstance(s).

Print or Type Name: _____

Employee Signature: _____ Date: _____

Witness Signature: _____ Date: _____