



JOB DESCRIPTION

Title: Direct Training Staff (DTS), ICF-DD/H & N, NOC (Nocturnal Overnight Awake Shift), Housekeeper and On-Call. Check One:

- Direct Training Staff Direct Training Staff/NOC Direct Training Staff/Housekeeper
 Direct Training Staff On-Call

Status: At Will, Non-Exempt

STATEMENT OF THE JOB:

Under general supervision of the Facility Manager (FM), Qualified Intellectual Disabilities Professional (QIDP)/Administrator and/or Clinical Operations Manager (COM), Direct Training Staff (DTS) are responsible for the care and supervision of people (resident) with intellectual and developmental disabilities living in Peppermint Ridge homes in accordance with mandates of public law, state regulations, Title 22 and within agency operating plans.

DUTIES AND RESPONSIBILITIES:

1. Under the supervision of the Facility Manager, QIDP/A and Clinical Operations Manager:
 - a. Implements and documents training programs described in the Individual Service Plan (ISP) and Priority Objectives: assists with daily living, self-help & daily life skills, independent living skills, communication skills, social & behavioral skills, carries out all behavior plans & procedures and community integration skills.
2. Regularly reviews the training emphasis as set up in the ISP for each resident on Therap. Assist and direct residents with prompt levels (total assist, hand-over-hand, physical prompt, verbal prompt, verbal gesture cue and independent). Record data daily in Therap.
3. Has responsibility for supervision of assigned residents and knowledge of their whereabouts at all times through monitoring as determined by their ISP.
4. Assists in meeting resident's health and personal hygiene needs:
 - a. Checks health and personal hygiene daily; documents in Therap and reports any problems to the Facility Manager, QIDP/A and RN.
 - b. Provides personal care daily with assisting residents with dressing, bathing, toileting and eating needs/objectives. Bathing of non-mobile resident who cannot bear weight requires two person/staff using a Hoyer lift. Hoyer lifts are used during all client transfers for non-mobile clients (from bed, toilet commode, wheelchair, shower chair, chairs, etc.) or a two-person lift. Dressing a non-mobile resident requires two person/staff.
 - c. Medication pass, verification of medications and treatments as assigned on work schedules. Medication and verification must be signed off daily in MAR.
 - d. Accompanies residents TO professional medical, dental and hair care appointments.
 - e. Provides clients with their medical equipment in the facility and during community outings (walker, wheelchair, gait belt & AFO's supports). Maintains cleanliness and reports broken/damage items.
5. Prepares and serves breakfast, lunch, or dinner. Nocturnal shift reviews the menu and prepares baked goods, salad, defrosts dinner appropriate to the shift being worked. Follows prescribed menu, diet textures (chopped, ground, puree, etc.) and adaptive equipment (plate guard, non-skid mat, handled

- spoon, etc). When prescribed, allows residents to assist in food preparation. Open food items must be dated and label. Monitors and sits with residents to observe and carry out eating objectives.
6. Works to maintain high standards of cleanliness throughout the home by completing laundry, sweeping, mopping, kitchen clean-up, vacuuming, taking out the trash, organizing client dressers/closets along with other cleaning duties as assigned. Maintains Ridge vehicle cleanliness inside and out. Wears proper safety equipment while working and do housekeeping chores: wears safety glasses, latex or vinyl gloves, disposable plastic apron and wear nose mask (if necessary).
 7. Assists in planning, coordinating and supervising leisure time activities of residents through daily programming and active treatment. Participate in community events and Angel Hall daily activities. Documents outings and activities in Therap.
 8. Assists with parents, caseworkers and day program contacts as required by the Facility Manager.
 9. Protects residents from physical and verbal abuse, neglect, financial abuse, etc. and intervenes immediately. Provides residents with immediate first aid and/or calls 911. Reports Special Incident Reports (SIRs) of abuse (physical, verbal, financial, neglect, etc.) immediately to FM, QIDP/A and RN. Documents incidents by completing a GER, Staff Report, T-Log's on Therap.
 10. Attends monthly in-service training and in-home staff meetings as assigned by the Facility Manager and within in-service training requirements.
 11. Reviews and signs yearly PR Zero Tolerance for Abuse, Neglect and/or Exploitation. Watches DOJ Abuse video and takes the yearly exam.
 12. Must maintain current yearly physical and TB clearance. Must maintain DOJ background check to work with all residents.
 13. Required to have a valid California Driver's License on-hand to operate company owned vehicles to transport clients to medical, dental, hair care appointments and community outings. Must be an approved driver.
 14. Wears PR employee badge at all times while on the job.
 15. Reports employee on the job injuries/accidents, no matter how slight to your Facility Manager and Human Resources immediately while on shift. Completes incident/accident form.
 16. Report Safety and Maintenance issues in the workplace to your Facility Manager.
 17. Performs other duties as assigned, as needed.

Additional Duties when working NOC (nocturnal awake shift):

1. Under minimal supervision, the DTS NOC are responsible to supervise and ensure the safety of residents assigned to the facility. Every 2 hours, completes a resident safety check and documents in Therap on the Resident Sleep Chart and Toileting Schedule.
2. The DTS NOC are responsible for completing all NOC Shift cleaning duties outlined in the DTS/NOC Cleaning Duties Checklist (see attached). Focuses on deep cleaning of kitchen, med room, office, bathrooms and living room.

Additional duties when working as a housekeeper:

1. Works to maintain high standards of cleaning throughout the home. The housekeeper is responsible for thorough daily cleaning and sanitizing. Dusts, wash windows, vacuum, sweep and maintain outdoor areas. Wears proper safety equipment while working and do housekeeping chores: wears safety glasses, latex or vinyl gloves, disposable plastic apron and wear nose mask (if necessary).
 - a. Kitchen (wipe countertops, wipe cabinets inside/out, clean vents, mop kitchen floor, clean windows, clean fridge, stove and oven, take out trash, stock paper towels)
 - b. Medication room (sanitize countertops and sink areas, sweep and mop floor and stock paper towels and gloves and take out trash).
 - c. Bedrooms (clean and dust air vents, change sheets and pillow covers, clean under bed, wash windows and organize closets and dressers).

- d. Bathrooms (clean and sanitize countertops, sinks, tub, showers, toilets and trash liners. Sweep and mop floors, stock paper towels, plastic cups and gloves).
- e. Living room (vacuum carpet, sweep and mop floors, dust and clean air vents).
- f. Patio (sweep and hose down areas, water plants and clean BBQ area and grill).
- g. Able to transport clients to day program and doctor appointments as well take orders from MD and carry them out.

REQUIREMENTS:

- ✓ Must be willing to complete and pass 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.
- ✓ Must possess basic knowledge of the English language written/verbal and computer operation.
- ✓ Must be willing to complete and pass a health screening physical examination that includes a drug and alcohol screen, TB screen, 50 lb. lift test and lumbar x-ray. Client Care and housekeeping requires lifting, pulling, tugging, twisting and bending at the knees.
- ✓ Must be capable of obtaining CPR Certification and First Aid Certification cards.
- ✓ Must be capable of taking and obtaining Non-Violent Physical Crisis Intervention (CPI) card.
- ✓ 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.
- ✓ Must be willing to work in other facilities and shifts as needed. Able to work extra hours, or stay on shift until your relief and during emergencies.

PREFERRED:

- ✓ Valid California driver's license and driving record that meets insurance and Motor Vehicle Operating Standards.
- ✓ Previous experience working directly with people with intellectual disabilities.

ADDITIONAL REQUIRED QUALIFICATIONS FOR ICF-DD/N:

150 hours of specialized training in the care of individuals with intellectual disabilities who live in an ICF/DD-N 50 hours theory 100 hours clinical DD/N attendant training, Medication administration part 1 and 2. Training to be provided by employer during employees first 6 months of employment.

ICF DD-H & N STAFF INSERVICE TRAINING REQUIREMENTS –April 24, 2012

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

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| ORIENTATION –Four Days | |
| CONTENT | INSTRUCTOR |
| NEW HIRE ORIENTATION DAY 1-4 Introduction, Ridge paperwork, History, Philosophy, Value system, personnel policies & procedures, timekeeping/benefits, Client needs, ISP/IPP-Active Treatment vs. Normalization, Client Rights, Incident Reporting, Abuse, Universal Precautions, Hazardous Materials, Sanitation Principals, HIPAA-Confidentiality, Sexuality. Location of gas & water shut-offs, Fire drills/emergency code procedures, Meal prep., staff scheduling, hospital and police, data collection, day programs. (Day 3&4) 1 day orientation in home other than assigned, 1 day orientation in assigned home. | STAFF DEVELOPMENT COORDINATOR Day 1 & 2 Day 3 & 4 On the floor orientation |
| Emergency and safety procedures; fire and disaster plan; emergency procedures for choking | VIDEO |

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

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| ORIENTATION TO CLIENT NEEDS: Each client's ISP/IPP/IEP, Medication side effects monitoring; seizure recognition/recording; health & emergency procedures; 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. | FACILITY MANAGER OR DESIGNEE |
| A. REQUIRED CLASSES Fire & Safety - Video - Renew annually CPR/First Aid – Renew annually Client Rights – Renew annually Elder Abuse – Renew annually..... Universal Precautions..... Medication Administration Part I & II - (DD-N - 10 hrs) Medications Review – Renew annually CPI Training 8 Hrs. Wednesday training requirement..... In-Home Staff Meeting..... Plus classes in 24 additional categories B. DD-N ATTENDANT TRAINING (In addition to above) 50 hrs. Classroom/100 hrs Clinical | Within 6 months of date of hire Within 30 days of hire Done at Orientation Done at Orientation Done at Orientation Within 6 months of date of hire Required annually Required annually As Scheduled As Scheduled Three hours per month, starting with month following date of hire Within 3 mos. of date of hire. (To be completed no later than 6 months from DOH). |

Wages are paid for all hours attended in CPR, First Aid, CPI, 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, Elder Abuse CPI and Medications are required annually.

ACKNOWLEDGEMENTS AND EMPLOYMENT AGREEMENTS:

Check One:

- Direct Training Staff Direct Training Staff/NOC Direct Training Staff/Housekeeper
- Direct Training Staff On-Call

I hereby certify that I possess all of the "Essential Requirements" of the job outlined in the job description for the position of _____ 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: _____