



JOB DESCRIPTION

TITLE: **LEAD DIRECT TRAINING STAFF (LDTS) ICF/DD-H & N**

STATUS: **Non-Exempt Status, At-Will**

SUMMARY OF THE JOB:

Under general supervision of the Facility Manager and QIDP/Administrator, the **Lead 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.

REQUIREMENTS:

- Six or more months experience working directly with support services to developmentally disabled persons while under the supervision of a person who meets the requirements.
- A current California Driver's License is required to become a Ridge driver (a minimum age of 21 is required for insurance purposes and experience driving lift vans and transporting developmentally disabled persons).
- 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 a 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 during emergencies.

DUTIES AND RESPONSIBILITIES AS A LEAD:

Under the supervision of the Facility Manager (FM) and QIDP/A:

- Must display effective and responsible leadership abilities and be able to supervise and train direct training staff with understanding and confidence.
- Arrange for adequate staffing coverage when needed, or in the absence of the FM.
- When FM is not present, supervise and train DTS as assigned according to each resident's Individual Service Plan (ISP) (i.e., Behavior Plans, Active Treatment, Self-help skills, Social/Recreational, Community Integration, Communication, Independent Living Skills, etc.), routine meal preparations diet orders (portions size and texture), adaptive equipment and serving procedures (family style dining).
- Participate in staff meetings and in-servicing DTS, new hires and on-calls, as required.
- Assists FM with grocery shopping and client spend downs.
- Handles monthly budget of program funds to ensure community integration objective is completed and recorded on Community Outings. Plan and coordinate small outings with clients in the community and complete Long Trip Plan form if trip is beyond 40 miles one-way and Check Request form for funds.

- Shift checks on data collection books and/or Therap and MAR sheets to ensure daily collection is being recorded.
- Monitors DTS for proper administration of client medication and treatment to ensure verifier is reviewing medication pass in the appropriate time frame. In-service new DTS staff to medication and treatment room.
- Monitors needs of home and clients in regards to re-orders of over the counter medications/vitamins, hygiene supplies, kitchen, cleaning and bathroom supplies and informs the FM of the needs.
- Makes transportation arrangements as requested and transports residents to day programs, doctor appointments and outings as necessary.
- Monitor resident's records/Therap (i.e., T-Logs, Data Collection, Medication & Treatment, Incident Reports, THCP and ID Notes). Ensures proper communication between shifts regarding shift duties and client care.
- Monitors overall performance of health and programmatic needs of residents, initiates planning and problem solving efforts as needed. Reports health issues, staff reports and Special Incidents to RN, QIDP/A and FM.
- Carries out ongoing duties for resident programs as assigned, (i.e., monitoring clothing needs, clothing maintenance, adaptive equipment needs, haircuts, church activities, outings and recreation activities).
- Supervises volunteers in the facilities working with clients, as assigned.
- Monitors safety concerns involving client care (i.e., Hoyer lifts used during all transfers of non-mobile clients and two-person staff lift, maintenance repairs, kitchen appliances, furniture) and informs FM of needs.
- Completes other related duties and special projects as requested by Facility Manager and QIDP/A.

DUTIES AND RESPONSIBILITIES OF DTS:

1. Implements and documents training programs described in the Individual Service Plan (ISP's). Assists in maintaining a program of instruction in living skills integrated into the daily living routine, including:
 - a. Self-help and daily life 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 ISP's for each resident. Assist and direct clients with prompt levels (total assist, hand-over-hand, physical prompt, verbal prompt, verbal gesture cue and independent). Record data daily on monthly data sheets.
3. Has responsibility for supervision of assigned residents and knowledge of their whereabouts at all times through monitoring.
4. Assists in meeting resident's health and personal hygiene needs:
 - a. Checks health and personal hygiene daily; documents and reports any problems to the Facility Manager.
 - b. Provides personal care daily (dressing, bathing, assistance with toileting and eating needs). Dressing non-mobile clients requires two staff.
 - c. Passes and verifies medications and treatments as assigned on work schedules.
 - d. When required; accompanies residents for professional medical/dental appointments and hair care.
 - e. Provides clients with their adaptive equipment in the facility and community outings (walker, wheelchair, gait belt, AFO's supports).
 - f. Hoyer lifts are used during all client transfers for non-mobile clients (from bed, toilet commode, wheelchair, shower chair, chairs, etc.) requires a two-person staff lift.
5. Prepares and serves breakfast, lunch or dinner, appropriate to the shift being worked. Follows prescribed menu, diet textures and adaptive equipment (plate guard, non-skid mat, etc). When prescribed, allows residents to assist in food preparation and clean-up.
6. Works to maintain high standards of cleanliness throughout the home through laundry, sweeping, mopping, kitchen clean-up, vacuuming, taking out the trash and organizing client dressers/closets. Ridge vehicle cleanliness inside and out.

7. Assists in planning, coordinating and supervising leisure time activities of residents (daily programming). Participating in community events and Angel Hall weekly activities.
8. Assists with parents, caseworkers and day program contacts as required by the Facility Manager.
9. Attends monthly 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 to transport clients to medical appointments and community outings.
11. Reports employee on the job injuries/accidents, no matter how slight to your Facility Manager and Human Resources immediately.
12. Report Safety and Maintenance issues in the workplace to your Facility Manager.
13. Performs other duties as assigned as needed.

REQUIRED QUALIFICATIONS FOR ICF-DD/N:

150 hours of specialized training in the care of individuals with developmental 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's and O/C staff, must complete **all** requirements.

| ORIENTATION –Four Days | |
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| 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 shutoffs, 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. | <u>STAFF DEVELOPMENT COORDINATOR</u> <u>Day 1 & 2</u> <u>Day 3 & 4</u> <u>On the floor orientation</u> |
| Emergency and safety procedures; fire and disaster plan; emergency procedures for choking | <u>VIDEO</u> |

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

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| <u>ORIENTATION TO CLIENT NEEDS:</u> Each client's ISP/IPP/IEP, Medication side effects monitoring; seizure recognition/recording; health & emergency procedures; client daily activities; adaptive equipment; tour of facility. <u>ORIENTATION TO THE HOME: / PROGRAM DESIGN:</u> Location of First Aid kit, fire extinguishers, emergency phone numbers, disaster plan, doctors, fire department, poison control, hospital & Police departments. | <u>FACILITY MANAGER OR DESIGNEE</u> |
| A. <u>REQUIRED CLASSES</u> 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 | 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 |
| B. <u>DD-N ATTENDANT TRAINING</u> (In addition to above) 50 hrs. Classroom/100 hrs. Clinical | 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

I hereby certify that I possess all of the “Essential Requirements” of the job outlined in the job description for the position of **Lead 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: _____