

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 575-260-8219-XXX	Date:
Class: Residential Care Specialist (DOM)	Name:
Under the supervision of the Chief Domiciliary Services, the Residential Care Unit Leader is responsible for the overall supervision of the residents and will provide assistance in all phases of residential care for residents living in domiciliary level of care. Duties and responsibilities include but are not limited to the following:	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	Identify and assist residents with problems such as daily living skills, readjustment, depression, crisis, anxiety and counsels in code of conduct violations. Document and make referrals to the appropriate disciplines. Attend Interdisciplinary Team (IDT) Participate in the resident treatment plan process. Assist residents in making medical/dental appointments and arranging transportation, as needed. Enforce the rules, regulations and policies of the facility. Provide orientation to new residents regarding program services, rules, regulations and code of conduct. Perform immediate and temporary interventions in emergency situations. Assist with admission, transfer, death, or discharge of residents, to include proper documentation in the inventory checklist during admission and/or transfer of residents. Maintain equipment log and sanitation of wheelchairs and powered-mobility devices as needed. Maintain and update daily census report. Ensure the daily census is correct and teach new staff how to complete the daily census form. Maintain daily resident sign-in roster. Provide detailed documentation or reports involving resident incidents or grievances. Maintain confidential resident files and ensure all information is secured and accessible only to authorized departments. Float to other buildings if needed.
35%	Conduct monthly Building meetings and attendance at mandatory meetings/in-services. Enforce the rules, regulations and policies of the facility. Orient new staff to the domiciliary area and responsibilities. Responsible for ensuring residents are clean and well groomed. Inspect residents' rooms monthly and ensure rooms are clean, orderly and hazard free.
15%	Coordinate resident care activities and assist other departments with social events, group outings, and other activities, i.e. help with logistics, including planning, purchasing, assisting residents with dietary needs, check daily sign-up logs. Provide input and supervise residents. Participate in activity planning meetings and MWR meetings as needed. Post activity calendar for assigned buildings.
5%	Make safety rounds assist and work with security during fire drills and assure that residents are always following safety and Infection Control precautions and regulations. Monitor building, exits and grounds for safety. Place and follow up on work orders. Maintain First-Aid & CPR Certification.
5%	Other RCS duties assigned to meet resident and facility's needs. Perform special duties, fact findings and special assignments as directed by Chief, Domiciliary.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS						
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More	
VISION: Distribute mail; prepare various forms, proofread documents, Room inspection					X	
HEARING: Answer telephones; answer inquiries and provide verbal information.					X	
SPEAKING: Communicate with staff, residents, and the public in person and via telephone. Interact in meetings					X	
WALKING: Distribute mail; distribute information; attend meetings, Resident Activities.			X			
SITTING: Sit at desk to answer telephone, document Resident activities, prepare forms, meetings			X			
STANDING: Copy documents; interact with Residents, distribute mail.			X			
BALANCING:		X				
CONCENTRATING: Answer multiple telephone lines while residents wanting immediate assistance; multitask; prepare various forms and documents.					X	
COMPREHENSION: Understand needs of Residents, staff and community partners; understand policies and procedures.					X	
WORKING INDEPENDENTLY: Must be able to work alone without much guidance or interaction from other staff at times.					X	
LIFTING UP TO 10 LBS :				X		
LIFTING 10 TO 25 LBS:			X			
LIFTING UP 25-50 LBS		X				
FINGERING: Push telephone buttons; personal computer; copier.			X			
REACHING: Answer telephone; distribute mail.		X				
CARRYING: Distribute mail; documents.		X				
CLIMBING: Stairs or step stools		X				
BENDING AT WAIST: Assist Residents		X				
KNEELING: Assist Residents		X				
PUSHING OR PULLING: Movement of property (State and Resident) around campus		X				
HANDLING: Sort and distribute mail; type, copy.		X				
DRIVING: Operate State Vehicle		X				
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.				X		
WORKING INDOORS: Enclosed office environment.					X	
WORKING OUTDOORS: Activities		X				
WORKING IN CONFINED SPACE: Enclosed office environment.		X				

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____