

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

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		RPA #	C&P Analyst Approval	Date
Employee Name		Division		
Position No / Agency-Unit-Class-Serial 502-XXX-2436-XXX		Unit		
Class Title Vocational Instructor (Landscape Gardening Safety)		Location DSH-Patton		
Subject to Conflict of Interest ☐ Yes ☒ No		CBID R03	Work Week Group: SE	Pay Differential
Other Under the supervision of the Program Assistant, the Vocational Instructor Landscape Gardner will assist patients residing in State Hospitals to become productive and contributing members of society by training them in a trade or the vocational skills necessary to gain employment and by assisting these patients in developing socially acceptable attitudes and interests. Instructors supervise the conduct of patients, while in the classroom or work area and may be called upon to assume general custody responsibility in time of emergency. The instructor has an important role in providing evaluation and treatment as well as in teaching the skills which will train the patient for opportunities in a specialty field. Vocational Instructors provide vocational assessments, vocational interventions and work closely with the Treatment Teams, Rehabilitation Therapists and Site Supervisors to facilitate progress reporting and recording.				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).			
40%	<u>Site Specific Tasks</u> • Follows and implements all established safety and security protocols; and conducts Search and Seizure as assigned • Counsels, guides, provides job coaching and mentoring to mentally ill forensic patients throughout the vocational rehabilitation process. • Teaches techniques of mobility, communications, and independent living. • Develops vocational training programs and placement plans focused on achieving gainful employment outcomes and independence with an emphasis in Landscape Gardening. • Administers the Comprehensive Adult Student Assessment System (CASAS). • Develops, plans and implements program curriculum for specialty groups. • Creates flyers, signs, reports, and other projects. • Maintains, organizes, inventories, safeguards, and replenishes other materials, supplies, tools, and equipment.			



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	• Maintains and fosters collegial relationships with other personnel within Enhancement Services and staff from other departments and programs of the hospital.
40%	• Provides Instruction to Patients in classroom and vocational activities, which focuses on developing job skills, career exploration, and training opportunities for patients with an emphasis in Landscape Gardening. • Provides class instructions on various vocational education topics, e.g. Job Seeking Skills, Small Business Operation. • Develops training curriculum and task analyses • Facilitates or co-facilitates and provides coverage for any other treatment groups within Vocational Services as assigned. • Provides specific amount of treatment hours weekly/monthly as specified by supervisor. • Maintains discipline among students and keeps class environment conducive for teaching and learning. • Processes vocational referrals for Vocational Services, conducts Vocational Assessments, makes vocational recommendations, and conducts vocational interventions. • Participates in the development and continuing revision of curriculum. • Documents patient treatment progress during specialty groups and assists with completion of Vocational Rehabilitation Assessments (VRAT) as assigned. •
20%	• Works with various departments in a timely manner throughout the hospital to coordinate events including but not limited to: Nutritional Services, General Services, Multimedia, Grounds Presence, Hospital Police and Corrections. • Coordinates with Enhancement Staff Services Analyst in a timely manner to procure equipment. • Works with Patient Liaison to elicit patient input on various events or treatment. • Helps provide monitoring and auditing functions to assist in the implementation of treatment plan findings and recommendations. • Participates in department and hospital meetings and activities as assigned. • All other duties and special projects as assigned consistent with this classification.
Other Information	SUPERVISION RECEIVED: Under the general direction of the Program Director and direct supervision of the Education Services Program Assistant. SUPERVISION EXERCISED: May provide oversight for interns, volunteers, student assistants, and patients. KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: The methods, materials, tools, machines, equipment, and safety principles involved in teaching a vocational specialty. In addition,



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Vocational Instructors must be willing to learn the principles, methods, practices, methods, practices, current developments, and trends in vocational education.

ABILITY TO:

Ability To: Perform the duties of a journey person in the field of their specialty. **Must always be able to have direct patient contact and have basic computer knowledge.** Instructors must also have the ability to provide leadership and motivation to forensic clients, patients, or inmates of State developmental centers, hospitals, or correctional facilities contracting with the Department of Mental Health for diagnostic and treatment services; teach and supervise patients by gaining their interest, respect and cooperation; develop socially acceptable attitudes in students; maintain fair and firm behavioral management; work effectively with other disciplines; communicate effectively; analyze situations accurately and take effective action; read and use drawings and sketches; estimate and order supplies; keep records, and prepare reports

REQUIRED COMPETENCIES: PHYSICAL

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion, and have direct patient contact. Must be able to work in the STA (secured treatment area).

INFECTION CONTROL: Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY: Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control. Employees are responsible for reporting to work with a properly charged PDAS tag and wearing the tag on an approved triple breakaway neck lanyard or on an approved belt gridlock.

CPR: Maintains current certification.

AGE SPECIFIC: Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:

☒ Young Adult(18-29) ☒ Early Adult(30-50) ☒ Late Adult(51-79) ☒ Geriatric(80+)

THERAPEUTIC STRATEGIC INTERVENTION (TSI): Applies and demonstrates knowledge of correct methods in TO/TSI.

RESTRAINT/SECLUSION: Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

CULTURAL AWARENESS: Demonstrates awareness of a variety of multicultural



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issues in the workplace, including trauma informed care, LGBTQI, social inequalities and sensitivities which enables the employee to work effectively.

SITE SPECIFIC COMPETENCIES:

- **Must be physically able to carry/transport gardening supplies and work equipment.**
- Ability to maintain an empathetic and objective understanding of others
- Demonstrate adequate vocational and occupational teaching ability for the population of learning handicapped and mentally disabled
- Exhibit emotional stability, tact and patience
- Work independently
- Analyze situations accurately and take effective action
- Communicate effectively both orally and in writing
- Provide comprehensive assessments
- Demonstrate the knowledge of hospital policies and procedures
- Lesson plan and curriculum development and implementation
- Ability to perform analytical work; practical application of administrative principles; maintain daily documentation; provide reports to direct supervisor, and others as needed; work independently; and demonstrate knowledge of hospital policies and procedures including Trauma Informed Care, allowable vs contraband items, the IIPP and workman's compensation for vocational patient workers, and other relevant competencies

TECHNICAL PROFICIENCY (SITE SPECIFIC):

- Applies and demonstrate knowledge beyond basic use of Microsoft Word, Excel, Outlook, PowerPoint, DSH-M Intranet, WaRMSS, SharePoint, Out Systems and other data bases.
- Familiarity with the process and requirements of completing DSH-P treatment rosters and Adult Basic Education (ABE) rosters
- Understanding of proctoring and data collection requirements for the Comprehensive Adult Student Assessment System (CASAS)
- Proficiency in documentation of the Vocational Rehabilitation Assessment Tool and Progress Notes for Industrial Therapy workers in the Clinical Forms Repository.
- Knowledge of vocational and educational software used in the classroom setting.

LICENSE OR CERTIFICATION:

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:



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- Possess a valid California teaching credential which authorizes the holder to teach, on full-time basis, a vocational course in the appropriate subject specialty or Industrial Arts sub-specialty.

TRAINING – Training Category = Type II General

The employee is required to keep current with the completion of all required training.

WORKING CONDITIONS

Employee is required to:

- Report to work on time and follow procedures for reporting absences
- Maintain a professional appearance
- Appropriately maintain cooperative, professional, and effective interaction with employees, patients, and the public
- Comply with hospital policies and procedures
- You are expected to work cooperatively with others as a member of a team, contribute to team efforts, maximize the strengths of team members, promote effective group interactions, and take personal responsibility for accomplishing job specific and department goals. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

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Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

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I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee Signature

Print Name

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Print Name

Date

Reviewing Supervisor Signature

Print Name

Date