

**PORTERVILLE DEVELOPMENTAL CENTER
PORTERVILLE, CALIFORNIA**

August 2026

Central Program Services

Section I -36

Job Title: Student Assistant-Active Treatment and Rehabilitation Services

General Statement of Duties: The Student Assistant (SA) position is restricted to students who are enrolled in a college or university, the curriculum subject matter of which will prepare the student to assist in attaining the objectives of the Department of Developmental Services. It is the SA's responsibility to continue enrollment in a college program. This position is intended to provide a means of part-time or temporary employment whereby students may receive instruction and perform work that will offer practical experience, in work tasks related to their field of study and develop familiarity with the laws and programs administered by the State of California.

Supervision Received: Rehabilitation Therapist, Unit Supervisor, and Program Management

Supervision Exercised: None

Typical Working Conditions: On-going interaction with individuals, personnel, and the general public. Potential exposure to communicable diseases, blood-borne pathogens, medicinal preparations, and other conditions common to a clinical nursing environment. Position may require prolonged sitting and extensive use of telephones and video data terminals.

Typical Physical Demands: Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement.

Essential Functions:

10% Comply with Program and Facility policies.

90% Provide direct service to individuals under the supervision of a staff member whose professional background relates to the SA's educational area of interest. These duties include, but may not be limited to:

- Assisting in training individuals in translocation skills to and from leisure activities.
- Assist staff in providing training material to meet individuals' needs
- Providing individualized attention/assistance to individuals under close supervision of program staff.
- Assist in planning and conducting special activities.
- Report changes in individual's behavior and physical condition to program staff.
- Attend in-service training where applicable.
- Maintain equipment, facilities, materials and supplies used in their work

- area.
- Collecting and transcribing data on individuals' progress in training areas, copying, and filing data.
 - Assist in the implementation of individualized group instruction as identified lesson plans, desired outcomes, and as outlined in the individual's IPP
 - Ensure active treatment/curriculum materials room and Therapy rooms are kept clean, sanitized, and all items accounted for.
 - Perform other duties as required

Coordination: Normal working hours vary. Hours and shifts may vary depending on the need of the Program and/or facility. Not to exceed 40 hours per week.

Employee Printed Name

Employee Signature/Date

Supervisor Printed Name

Supervisory Signature/Date