

**State of California
DUTY STATEMENT**



California Department of
State Hospitals

MSH3002 (Rev. 9/26/16)

RPA Control No.#	C&P Analyst Approval FA	Date 2/28/2023
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Employee Name	Division DSH-Metropolitan State Hospital			
Position No / Agency-Unit-Class-Serial 487-xxx-8102-xxx	Unit			
Class Title Program Assistant (Safety)	Location			
SUBJECT TO CONFLICT OF INTEREST CODE ☐ Yes ☒ No	CBID S18	WORK WEEK GROUP E	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

Under the direction and supervision of the Program Director, the Program Assistant assists the Program Director in managing program operations. The Program Director may delegate responsibilities such as supervision of clinical disciplines (Social Workers, Rehabilitation Therapists), performance improvement projects, treatment programming for patients, environmental inspections, and others.

% 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.)
	<u>ESSENTIAL FUNCTIONS</u>
40%	- In conjunction with the Program Director and Nursing Coordinator, provide administrative direction, guidance and counseling to the staff of the Program regarding treatment, scheduling, special functions, and others. - Incident management tracking, analysis, review, responses to incidents - Assist in Risk Management (Program Review Committee) in responding to patient incidents and triggers.
25%	- Oversight of the delivery of treatment services to the patients. - Consult and work closely with structured treatment program coordinators to evaluate, develop and implement appropriate level treatment groups and activities that promotes patients' recovery and learning.
20%	- Evaluate training needs, make recommendations to the Program Director of training needs. - Act in the capacity of the Program Director in his/her absence. - Participate in committees as assigned.

- Liaison with outside agencies
- Interact with other departments/programs

MARGINAL FUNCTIONS

10%

- Consult and work closely with discipline chiefs/seniors in the area of work performance evaluation and job expectations.

5%

All other duties and special projects as assigned consistent with this classification.

Other
Information

SUPERVISION RECEIVED

The Program Assistant is supervised by the Program Director.

SUPERVISION EXERCISED

The Program Assistant may be delegated administrative supervision of the Program Management Staff and Program Office Technician, by the Program Director.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Principles and methods of health care, rehabilitation, education and psychiatric treatment as related to the care and treatment of patients with mental disabilities; principles for maximizing the physical, cognitive and social development of patients; specific expertise related to program content; principles, procedures and techniques used in planning, evaluating and administering a multidisciplinary patient treatment program; principles and practices of personnel management and effective supervision; State and Federal laws and rules pertaining to mental hospital administration; principles and practices of community organization for mental disabilities; hospital organization, management and procedures; the Department's Equal Employment Opportunity objectives.

ABILITY TO: Plan, direct and coordinate a program that provides care and treatment and maximizes the progress of patients; direct research and evaluation projects, analyze complex problems and take appropriate action; formulate and manage a multidisciplinary patient treatment program; integrate the program with the overall functions of the hospital; communicate effectively; work independently in identifying the need for and developing proposed changes in program practices and procedures; effectively contribute to the Department's Equal Employment Opportunity objectives.

REQUIRED COMPETENCIES

PHYSICAL

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical 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.

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.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES**TECHNICAL PROFICIENCY (SITE SPECIFIC)****LICENSE OR CERTIFICATION - not applicable****TRAINING** - Training Category = Type II General

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

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

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 interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations 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 functions.

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.

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's Signature

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's Signature

Date