**State of California**
**California Department of Veterans Affairs**

# DUTY STATEMENT

| DATE APPOINTED / DATE LAST REVIEWED | PROGRAM | UNIT | ☒ CURRENT ☐ PROPOSED |
|---|---|---|---|
| | HOMES DIVISION | REHABILITATION SERVICES | |

| CIVIL SERVICE CLASSIFICATION | WORKING TITLE | POSITION NUMBER (Agency – Unit – Class – Serial) |
|---|---|---|
| SUPERVISING REHABILITATION THERAPIST | SUPERVISING REHABILITATION THERAPIST | 576-264-8316-001 |

| WORK LOCATION | WORK SCHEDULE (Days & Hours) | TENURE | TIME BASE |
|---|---|---|---|
| VHC - LANCASTER | MONDAY-FRIDAY 7:30am – 4:00pm | PERMANENT | FULL-TIME |

| INCUMBENT (If Known) | COI (Yes or No) | WWG | CBID |
|---|---|---|---|
| Vacant | Yes | E | S19 |

Under the general direction of the Administrator or designee, the Supervising Rehabilitation Therapist at the Veterans Home of California – Lancaster ensures the development, implementation, and documentation of a robust activity program that supports resident well-being and quality of life. The position also ensures compliance with applicable policies, standards, and regulations established by the California Department of Social Services (CDSS), California Department of Veterans Affairs (CalVet), and U.S. Department of Veterans Affairs (USDVA), as applicable.

| % of time performing duties | ESSENTIAL FUNCTIONS |
|---|---|
| 45% | Provide supervision, leadership, and direction to Activity Department staff. Assign workloads, conduct regular staff meetings and one-on-one check-ins, and ensure effective interdepartmental communication. Evaluate employee performance, complete timely probationary and annual reviews, and oversee staff development. Participate in hiring processes and ensure compliance with all mandatory supervisory and Relias training requirements. Support the Administrator with special projects as needed and ensure departmental alignment with facility goals. Manages the Volunteer Program by coordinating recruitment, orientation, and scheduling of volunteers who assist with resident activities and special events. |
| 30% | Ensure compliance with Residential Care Facility for the Elderly (RCFE) documentation requirements, including resident Initial and Annual Assessments, Quarterly Notes and Resident Activity Plans. Maintain complete and accurate records in accordance with applicable laws and regulations. |
| 10% | Manage the Activity Program Budgets, provide input on program-related spending and submit purchase requests. Coordinate closely with facility leadership to ensure spending aligns with program needs and regulatory expectations. |
| 10% | Maintain a list of community resources that support the development of enriching programs. Coordinate and attend internal and external events, activities, and celebrations with and for residents. Participate in required facility meetings and interdisciplinary teams. Ensure all activity participation data is accurately entered into required databases (e.g., CEHR or MyUnity). Maintain professional standards and ensure program compliance with RCFE regulations and CalVet policies. |

| NON-ESSENTIAL FUNCTIONS | |
|---|---|
| 5% | Participates in special projects as needed and performs other job-related duties within the scope of the classification. |

**OTHER**

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. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public. *Some travel may be required (i.e., travel to off-site conferences, meetings or training).*

**PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS**

| Activity | Not Required | Less than 25% | 25% to 49% | 50% to 74% | 75% or More |
|---|---|---|---|---|---|
| **VISION**: View computer screen; prepare various forms, memos, reports, letters, and proofread documents. | | | | | X |
| **HEARING**: Answer telephone; communicate with Administration, department managers, department staff and residents; provide verbal information. | | | | | X |
| **SPEAKING**: Communicate with staff, residents and the public in person and via telephone; interact in meetings. | | | | | X |
| **WALKING**: Within the home to various units. | | | X | | |
| **SITTING**: Workstation; meetings; training. | | | | | X |
| **STANDING**: Copy documents; distribute mail. | | | X | | |
| **BALANCING**: | | | X | | |
| **CONCENTRATING**: Review documentation for accuracy; complete forms; research laws, rules and processes; lead meetings/committees. | | | | | X |
| **COMPREHENSION**: Understand needs of residents; laws, rules, regulations, policies and procedures; content of meetings, training and work discussions; facilitate the dynamic of teamwork. | | | | | X |
| **WORKING INDEPENDENTLY:** Must be able to apply laws, rules and processes with minimal guidance. | | | | | X |
| **LIFTING UP TO 10 LBS**: | | | | | X |
| **LIFTING 10-25 LBS**: | | | X | | |
| **LIFTING 25-50 LBS:** | | X | | | |
| **FINGERING**: Push telephone buttons; calculator keys, and computer keyboard. | | | | X | |
| **REACHING**: Answer telephone; use a mouse; retrieve documents from printer. | | | X | | |
| **CARRYING**: Distribute documents. | | | X | | |
| **CLIMBING**: | | | X | | |

| | | | | | |
|---|---|---|---|---|---|
| **BENDING AT WAIST**: Use copier; access low file drawers. | | | X | | |
| **KNEELING**: Access low file drawers. | | | X | | |
| **PUSHING OR PULLING**: Open and close file drawers. | | | X | | |
| **HANDLING**: Sort paperwork; distribute documents. | | X | | | |
| **DRIVING**: Travel; special events. | | X | | | |
| **OPERATING EQUIPMENT**: Computer; telephone; copier; printer; fax machine. | | | | | X |
| **WORKING INDOORS**: Enclosed office environment. | | | | | X |
| **WORKING OUTDOORS**: Special events. | | X | | | |
| **WORKING IN CONFINED SPACE:** File, supply, storage rooms, etc. | | X | | | |

**CONFLICT OF INTEREST (if applicable):**

☒ Conflict of Interest Filing (Form 700) required ☐ Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

**To be reviewed and signed by the supervisor and employee:**

EMPLOYEE STATEMENT

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***

| **EMPLOYEE NAME (Print)** | **EMPLOYEE SIGNATURE** | **DATE** |
|---|---|---|
| | | |

SUPERVISOR STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

| **SUPERVISOR NAME (Print)** | **SUPERVISOR SIGNATURE** | **DATE** |
|---|---|---|
| | | |
| **HUMAN RESOURCES NAME (Print)** | **HUMAN RESOURCES SIGNATURE** | **DATE** |
| | | |