DEPARTMENT OF DEVELOPMENTAL SERVICES
STATEWIDE CLINICAL SERVICES DIVISION
STATE OPERATED FACILITIES BRANCH
STABILIZATION TRAINING ASSISTANCE RE-INTEGRATION (STAR)

DUTY STATEMENT

EMPLOYEE:

JOB TITLE: SENIOR PSYCHIATRIC TECHNICIAN **POSITION #:** 472-XXX-8231-XXX

POSITION DESCRIPTION: Under direction, the Senior Psychiatric Technician (SPT) assists the Unit Supervisor/Home Administrator in the organization and management of the Stabilization Training Assistance Reintegration (STAR) home. The SPT Provides direct supervision of Psychiatric Technicians (PT) and Psychiatric Technician Assistants (PTA) and provides direct care, modeling, coaching, instruction and training on nursing care and behavioral support plans to STAR individuals following established standards and procedures. The SPT is a mandated reporter of observed or suspected abuse or neglect.

SUPERVISION EXERCISED: Psychiatric Technician and Psychiatric Technician Assistant staff

SUPERVISION RECEIVED: Unit Supervisor/Home Administrator

EXAMPLES OF DUTIES: The SPT will have on-going interaction with individuals with developmental disabilities and/or severe psychiatric and behavioral conditions at STAR residences and community activities and maintains a safe, sanitary, and therapeutic environment that promotes and protects the respect, dignity, privacy, rights, confidentiality, and physical/emotional well-being of individuals. This essential function will be ongoing when performing the following duties:

Essential Job Functions:

35% Assists the Unit Supervisor in organizing and managing the STAR home and actively contributes to the program's development and direction while providing direct supervision of PT and PTA staff and functional supervision of activities across other disciplines. Directs all routine nursing activities of assigned staff that are providing total nursing care during the assigned shift, monitoring and assisting staff to ensure they know, understand, and can carry out individuals' nursing care plans. Provides leadership and oversight to ensure that staff follow nursing procedures and best practices. Ensures staff receive proper orientation to the specific training site. Provides and schedules staff training as needed to ensure participation in identified training. Monitors completion of all required documentation (incident reports, pay reporting, injury reports, medical and behavioral flow sheets, attendance records, objectives, plans and progress recordings, assessments, evaluations, time studies, etc.). Ensures licensing standards and STAR policies are followed by site staff. Responsible for site and

equipment maintenance as well as security for property and personal possessions, initiating or reporting appropriate requests to the Unit Supervisor. Provides functional supplies and equipment at the site and maintains a neat, orderly environment. Serves as a resource to the Unit Supervisor by communicating verbally and/or in writing any concerns, problems, or needs related to proper site functioning. Acts as Unit Supervisor during his or her absence.

35% Guides and organizes assigned staff on a shift by creating daily staff assignments (breaks, meals, charting, assessments, shopping, appointments, day programs, etc.) while assuring full utilization of resources. Assists with the redistribution of staff as needed or directed to meet minimum staffing guidelines. Relieves staff as necessary to ensure adequate coverage, monitoring staffing for the on-coming shift. Promotes special events and actively supervises to ensure their success. Promotes individual self-reliance in all activities and facilitates individual independence. Provides leadership and guidance to ensure staff facilitate and encourage individuals to exercise their rights. Assists in ensuring that individual expenditures are appropriate and in accordance with Trust procedures. Monitors for safety issues and environmental needs and follows up with appropriate work orders or notifications as needed. Acquires and maintains knowledge of individuals' backgrounds, needs, goals, and program plans. Facilitates functional grouping of individuals. Monitors and assists staff to ensure they know, understand, and can describe individuals' objectives and can carry out training plans. Ensures that necessary supplies and equipment are available and in good repair. Gives directions to staff to provide continuity of care and consistent implementation of training.

15% Provides direct care support to STAR individuals by assisting them in all activities of daily living such as bathing, dressing, grooming, basic housekeeping, and dining, including lifting, positioning, and aiding in individual mobility, as well as additional needs identified by the Interdisciplinary Team (e.g., toileting, communication, socialization). Supports individuals in completing daily living activities independently or with assistance, including laundry, bed making, cooking, household cleaning, and ordering personal supplies and clothing, providing training to help maximize each individual's independence. Delivers services that promote individuals' social, emotional, intellectual, developmental, and cognitive growth. Promotes individual rights and supports individuals in making informed choices. Provides positive behavioral support interventions. Assists individuals with food shopping, preparation, serving, and clean-up; provides behavior management support through reinforcement, intervention techniques, and the use of highly restrictive interventions when necessary. Maintains adaptive equipment through proper handling and cleaning. Drives STAR individuals into the community for medical appointments, work and leisure activities, health facility visits, and placement visits. Assists staff and individuals in occupational, recreational, vocational, and educational programs.

10% Works at various sites as needed to meet staffing requirements, including extended hours and/or varying shifts, and attends and participates in required training. Participates in training and clinical supervision necessary for obtaining and maintaining the Registered Behavior Technician certification per Behavior Analyst Certification Board (BACB) requirements and may be reassigned to other residences, programs, or projects to meet legitimate operational needs. Reports and/or corrects any hazardous or unsafe environmental situations or defective equipment immediately and performs other duties

necessary to ensure efficient operations of the home, such as light cleaning, shopping, and food preparation. Attends shift and facility meetings and must obtain the required CEUs for license renewal, as well as attend mandatory facility training (e.g., CPR, behavioral strategies, emergency response, etc.).

Marginal Job Functions:

5% Provides on-site (e.g., community homes, hospitals, psychiatric settings), videoconference, or telephone direct care support, modeling, coaching, instruction, and training with individuals and their caretakers or direct care staff in community and hospital settings, lifting, positioning, and aiding in individual mobility, along with additional needs identified by the Interdisciplinary Team (e.g., toileting, communication, socialization). Provides training that will assist individuals in maximizing their independence and delivers services that support each individual in achieving maximum social, emotional, intellectual, developmental, and cognitive growth, ensuring that individual rights, choice, and access are considered at all times. Provides positive intervention and Active Treatment for all individuals. Performs other duties assigned within the scope of the classification.

Note: Percentages may vary based on operational needs.

WORKING CONDITIONS: On-going interaction with individuals with developmental disabilities and severe psychiatric and behavioral conditions at STAR residence. Potential exposure to communicable diseases, blood-borne pathogens, medicinal preparations, and other conditions common to a clinical nursing environment. Work may include planned and scheduled travel with possible overnight stays. May be required to work mandatory overtime as needed to meet staffing requirements.

DESIRABLE QUALIFICATIONS:

Knowledge of: Cultural sensitivity for the population being served, positive behavioral supports, trauma informed care, coaching skills training, person-centered practices, and utilizing less restrictive techniques to address behavioral issues. Possesses and maintains sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement. At least six months prior experience providing direct care to individuals with developmental disabilities who have challenging behavior services needs is highly preferred.

Ability to: Work with individuals with developmental disabilities (e.g. autistic spectrum disorder, intellectual disability) and severe behavioral (e.g. aggression, self-injurious behavior, property destruction, and elopement) and psychiatric conditions and symptoms (e.g. psychosis, mood disorders, PTSD, and suicidal ideation). Perform non-restrictive and restrictive safety interventions. Be able to lift 50 pounds without assistance and complete all required trainings.

CERTIFICATION OR LICENSE: Must have a valid and current Psychiatric Technician license issued by the California Board of Vocational Nurse and Psychiatric Technicians without restrictions. Must become a Registered Behavior Technician within 60 days of initial employment. Must successfully complete competency-based training Direct Support

Professional I & II, or pass the challenge test, prior to or within one year of employment. Responsible for obtaining the required CEU's for License renewal and attending mandatory facility training, including Cardiopulmonary resuscitation (CPR), Crisis Prevention Institute (CPI), and Ukeru. Must have a valid California Driver's License.

Employee Name (Print)	Employee Signature	Date

Supervisor Name (Print)	Supervisor Signature	Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.