



**STATE OF OREGON
Department of Human Services (DHS)
POSITION DESCRIPTION**

BVS1

Position Revised Date:

Agency: Department of Human Services

Division: DD/APD:
Stabilization and Crisis Unit (SACU)

New Revised

This position is:

- Classified**
- Unclassified**
- Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc – Confidential

SECTION 1. POSITION INFORMATION

- a. Classification Title: Behavioral / Vocational Specialist 1
- b. Classification No: C6296 c. Effective Date: _____
- d. Position No: _____
- e. Working Title: Day Program Specialist Represented Code: **AMG**
- f. Agency No: 10000
- g. Section Title: Stabilization and Crisis Unit (SACU)
- h. Employee Name: _____
- i. Work Location (City — County): _____
- j. Supervisor Name: _____
- k. Position: Permanent Temporary Limited Duration Work Out of Class (WOC)
 Full-Time Part-Time Lead Worker Job Share
- l. FLSA: Exempt If Exempt: Executive m. Eligible for Overtime: Yes
 Non-Exempt Professional No
 Administrative

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size and scope. Include relationship to agency mission.

The Department of Human Services brings together the State's principal human services agencies to serve the vision of safety, health and independence for all Oregonians. DHS has more than 8,000 employees in over 150 local and branch offices, providing direct services to more than 1 million Oregonians each year.

The DHS mission is *"To help Oregonians in their own communities achieve well-being and independence through opportunities that protect, empower, respect choice and preserve dignity."*

The department's goals are:

- People are safe and living as independently as possible.
- People are able to support themselves and their families through stable living wage employment.
- Children and youth are safe, well and connected to their families, communities and cultural identities.
- Choices made by seniors and people with disabilities about their own lives are honored.
- Partners, clients and stakeholders are actively engaged in a variety of collaborative and meaningful ways.
- Culturally specific and responsive services are provided by highly qualified and diverse staff.
- The department is committed to equal access, service excellence and equity for all Oregonians.

Because many clients have multiple needs, the department is integrating services, seeking to bring a broad range of supports within easy reach of each client or family. This approach, recognized as pioneering in the nation, requires close collaboration among staff within the department and with local governments, service providers and other partners.

DHS values integrity, stewardship, responsibility, respect, professionalism, innovation and service equity.

This position is located in DHS, **Stabilization and Crisis Unit (SACU)**. SACU provides 24-hour residential care and supervision to Oregon people with intellectually disabilities/developmental disabilities who represent the most risk to the public at large, their peers, or themselves. SACU provides residential care, which includes health and medical care, behavioral support, job and training support, personal care, education, recreation, psychological services and community integration. SACU is dedicated to providing the support necessary to maintain the quality of life, achieve the highest possible level of independence and promote social opportunities, which benefit the individuals and the community.

The program has 23 homes located in five Oregon counties supporting over 100 individuals in the program. Each individual residing in the program has an Individual Support Plan (ISP) that emphasizes community integration, independence, and productivity, has daily implementation goals, and is monitored by county case management.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The primary purpose of this position is to provide a path to employment and/or training for individuals in activities, hygiene, nutrition, housekeeping, behavioral management, safety, health care and other duties both within the home and the community; also to maintain the home/property in a healthy, safe and sanitary manner.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

% of Time	N/R/NC	E/NE	DUTIES
60%	R	E	<p>Day Program Development, Planning and Implementation</p> <p>Individual Support Plan (ISP): Works with Site Manager to develop the Individual Support Plan (ISP) by helping complete the following in the sequence listed below:</p> <p>Needs Assessment / Path to Employment</p> <ul style="list-style-type: none"> • Model skills to individuals and staff • Complete / update DHS 4605 Day Program Assessment as needed and annually. • Complete a Day Program Assessment to determine the individual's preference / participation for his/her day plan. • Review and schedule DHS 4627 Outing Request(s) with Site Manager weekly. • Assure funding: Petty Cash and Client Funds are available/prepared prior to the scheduled event and recorded per agency policy. • Make entries on DHS 4598 Shift Spending Log and DHS 4575 Petty Cash Ledger as needed. <p>Personal Focus Worksheet (PFW)</p> <ul style="list-style-type: none"> • Complete / update PFW. Integrate the PFW with the 4605 Day Program Assessment. • Attend ISP Pre-meetings • Recommend assessment based programs for ISP • Populate/complete “Day Program Data” in the ISP documents. (Develop daily / weekly activity goals, track / monitor and ensure goals are met.) <p>Risk Tracking Record (RTR) Provide input as necessary and review and sign all updates, annual reviews.</p> <p>Safety Plan DHS 4614 Safety Plan <i>(complete by ISP date)</i></p> <ul style="list-style-type: none"> • Provide input as necessary. • Develop the Safety Plan. <p>Agenda Development <i>(with input from pre-meeting)</i></p> <p>Write Day Program plans resulting from completion of RTR and PFW(completion by ISP date) or review existing protocols and plans. Add information to support and identify risk(s) to the individual, while in the community.</p> <p>Ensure independence, productivity and integration goals are included on the ISP:</p> <ul style="list-style-type: none"> • Write measurable Action Plans and develop a Task Analyzed Program as needed. • Set up needed programs/documentation systems. • Collect/analyze and report data via DHS 4615 Client Monthly Summary Report - review and adjust programs as individual needs indicate using ISP Change form <i>(if necessary)</i>.

	NC	E	<p><u>Individual Education Plan (IEP)</u></p> <p>Professionally represent SACU and serve as liaison with the schools. Work closely with school, guardian, provide input to the IEP.</p> <ul style="list-style-type: none"> • School enrollment or tutor as determined by the IEP/ISP teams for all individuals under age of 21 years and younger. • Write measurable Action Plans for team agreed school attendance. • Set up any needed programs/documentation systems. • Collect/analyze and report data via DHS 4615 Client Monthly Summary Report - review and adjust programs as individual need indicate using ISP Change Form. • Incorporate IEP into the ISP. • Maintain on-going contact with school. • Attend school meetings as needed / requested.
	NC	E	<p><u>Individual Employment</u></p> <p>Promote DHS –Employment First. Locate direct hire/volunteer opportunities for individuals as directed by the ISP team.</p>
	R	E	<p>Complete Day Program Assessments annually or update as requested by the team:</p> <ul style="list-style-type: none"> • Prioritize Path to Employment activities/goals. • Network with community businesses: <ul style="list-style-type: none"> ○ Develop employment/volunteer opportunities ○ Conduct face-to-face interviews with staff and, as appropriate, other family / friends / employers, etc. • Review and analyze annual data and work information. • Compile interview information into final document and make recommendations for possible employment opportunities. • Coordinate assignments to support individuals and complete day program / volunteer opportunities.
	NC	E	Professionally represent SACU and serve as a liaison with employers and potential employers in the community.
	NC	E	Secure employment opportunities for individuals' interests as indicated in the Day Program Assessments and by the ISP Team. Utilize newspapers, employment offices, businesses/employers, internet, etc. to find openings and meet with potential/current employers to foster good employment relations.
	NC	E	Write detailed work procedures as needed.
	NC	E	Monitor individual productivity through direct observation and meet with employers. Visits the worksite to conduct job site safety inspections and to ensure SACU is meets the expectations of the job.
	NC	E	<p><u>Employment First / Path To Employment Activities</u></p> <p>Complete a DHS 4605 Needs Assessment to help determine what the individual would like to participate in as a part of his/her day plan. Completes a written document annually for the ISP or as requested by the team.</p>
	NC	E	<p>Coordinate the Community Inclusion/Day activities for the individuals by:</p> <ul style="list-style-type: none"> • Research local community based opportunities and match with individual's interests. • Develop and monitor schedules/plans for occurrence of activities. • Review documentation of the activities individuals participate in.

			<ul style="list-style-type: none"> • Integrate the PFW with the DHS 4605 Day Program Assessment “Interests” to develop meaningful activity and inclusion goals for individuals. • Take responsibility for development of daily/weekly activity goals, track/monitor and ensure goals are met. Ensure day program supplies are available prior to activities. • Develop house and regional activities (community garden, meet for breakfast/coffee, SACU scavenger hunts). • Develop volunteer opportunities in local communities • Coordinate assignments to support individuals’ completion of Community Inclusion / Day activities. • Develop and attend regional activities (during swing shift) such as Bingo night, Dance night, Karaoke night, etc. • Develop house activities (community garden, meet for breakfast/coffee, SACU scavenger hunts). • Develop a monthly calendar of upcoming / on-going events. • Develop / maintain activity schedule. • Coordinate the purchase of needed activities. • Develop and maintain daily/weekly client calendar of activities • Meet with designated staff / client weekly to develop calendar. • Develop in-home activities and client home care activities. • If applicable maintain a SPOTS Visa card in good standing for program purchases.
	NC	E	<p>Training</p> <p>Write Task Analyzed Program data sheet and coordinate incentives as needed.</p>
	R	E	<p>Train/prepare staff and individuals:</p> <ul style="list-style-type: none"> • Coordinate the Expanded Overtime and Annual Training per guidelines. • Safe use of tools and equipment. • Good work/community habits such as punctuality, social skills, following rules, etc. • Work site emergencies: what to do in an emergency, how to exit, location of emergency staging area(s), location of safety equipment/first aid kits, safe chemical use, etc. All safety information addressed in the Safety Plan. • Complete site specific new employee orientation/training of required documents, programs, policies and procedures. • Complete DHS 4585 Core Competencies (immediate / 30 day / 90 day / transfer) within established timelines. • Complete and submit quarterly and annual training records. • Attend Employment First and other trainings (as scheduled).
	R	E	<p>Train section(s) of the Individual Support Plan (ISP) on Community Inclusion/Day program activities within ISP timelines. To include input on Blended Plan(s) or Change Form(s) related to activities or worksite safety plan issues.</p>
	NC	E	<p>Trains new employee(s) on skills assessment prior to working independently with an individual.</p>
	NC	E	<p><u>Program Planning/Implementation to assure success of Day Program activities</u></p>

			Participate in team meetings to develop plans.
	NC	E	Provide objective feedback to employers, staff, and team members.
	NC	E	Assist with miscellaneous meetings where issues around the Day Program come up with staff, employers, individuals, etc.
	NC	E	Observe and report barriers, situations, or events impeding individual progress.
	NC	E	Implement and maintain all wage/hour, Social Security (as related to direct hire) and Disabilities Services Office (DSO) reporting requirements.
35%	NC	E	<p>TIMELY COMPLETION OF WRITTEN DOCUMENTATION</p> <p>Report Wages to:</p> <p>a) Social Security (for individuals on direct hire jobs) by deadline required by Social Security Office.</p> <p>b) Disability Services Office's (DSO) required data/information for individuals who pay a service contribution is submitted to the local DSO as required.</p> <p>Monthly wage reporting to Social Security for direct hire jobs.</p>
	R	E	Maintain calendars in Outlook, include all requested information, share calendars with management and co-workers and sign in/out of house per house policy.
	R	E	Review Program documentation at least weekly to assure data is documented and accurate.
	NC	E	Review all T-Logs and GER's that pertain specifically to Day Program activities to assure accuracy. Provide written review on Day Program GERs.
	N	E	Accurately enter work time in Time Capture. Sign in and out on House Sign In sheets in a timely manner.
	NC	E	<p>Fill out Change form whenever an individual transfers, exits, volunteers, or enters a job.</p> <p>Document Employment/Volunteer hours and comment on any needed modifications, training and/or follow-up.</p>
	N	E	Assist with petty cash as related to client outings.
	NC	E	Sets up and maintains a system of documentation of staff training by following SACU staff training records policy.
	NC	E	<p>Complete DHS 4615 Client Monthly Summary information 5-business days prior to monthly summary meeting. Monthly summary information includes raw data and any:</p> <p>a) community inclusion information review;</p> <p>b) discussion/review of strengths and challenges in the past month;</p> <p>c) complete review of progress or lack of progress made on any Action Plan steps that the BVS1 is responsible for as identified on the ISP and in the event there isn't progress; submit recommendations to the team for modifications.</p>
	N	E	Review Individual Data Form/Emergency Data Form (THERAP) to ensure they are current and make changes as needed.
	NC	E	Review DHS 4557 Client's Rights Sign-Off document with client and parents / guardian / advocate upon entrance into the program and as

			changes occur to the policy and procedures. If unable to complete a review in person, ensures a copy is sent by certified mail with a letter explaining client rights.
5%	NC	E	OTHER DUTIES AS ASSIGNED <ul style="list-style-type: none"> Complete other duties (e.g., reports, QA forms projects, etc.) as requested by Site Manager or Program Manager.
	NC	E	<ul style="list-style-type: none"> Attend staff meetings when scheduled and as agreed upon with the Site Manager.
	R	E	<ul style="list-style-type: none"> Attend scheduled skill meetings.
	NC	E	<ul style="list-style-type: none"> Check e-mail and Therap daily.
	NC	E	<ul style="list-style-type: none"> Establish, maintain and review program vehicle books to assure all documentation is current
	NC	E	<ul style="list-style-type: none"> Identify backup coverage when taking extended vacation leave (week or more).
	NC	E	<ul style="list-style-type: none"> Post work schedule for staff / manager on a monthly basis.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

- Establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful, and productive work environment for clients and staff; maintain regular and punctual attendance.
- Work site is in a home environment, which is staffed 24 hours/day, seven days/week.
- Work hours and shifts in this position, will meet the needs of the home and will be expected to work any shift, including weekends and holidays, for the purposes of staff training, observation and support.
- Must be able to work occasional overtime, required to ensure adequate staffing requirements.
- Work with combative, unpredictable, argumentative, aggressive and developmentally disabled children or adults who may be a danger to themselves and others on a daily basis.
- Exposure to a variety of work settings in the home, public schools and community.
- Occasional exposure to inclement weather.
- Occasionally participate in water activities with the individuals as assigned.
- Must be physically fit to accompany clients on hikes, walks, biking, swimming, and other physical activities.
- Must possess a Valid Oregon Driver's License and maintain an acceptable driving record to transport individuals via state van or car.
- Frequent contact with the public, school personnel, employers, and other DHS personnel, and occasional contact with individuals' families, guardians, and advocates.
- Dress in semi-professional work attire (examples: court, family visits, school, etc.).
- Ability to prioritize and meet deadlines.
- Must be able to engage and maintain Oregon Invention System (OIS) approved restraints for one (1) hour or less.
- Daily exposure to household and sometimes industrial strength cleaning agents.

- Must be able to speak, read and write in English.
- Must have basic computer skills.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures:

- SACU Residential Policy and Procedure Manual.
- Oregon Intervention System (OIS)
- CPR/1st Aide current certification procedures
- PL94.142 Educational Law for all developmentally disabled Persons between 18 and 21
- OAR (Chapter 411, Division 325) Comprehensive 24-hour Residential Services for Children and Adults with Intellectual or Developmental Disabilities
- OAR (Chapter 411, Division 323) Developmental Disability Certification and Endorsement
- DAS and DHS Rules, Policies and Procedures
- ADA Regulations
- AFSCME Collective Bargaining Agreement
- SACU Operational Guidelines
- Fire Marshall Regulations
- State and Federal Sanitation Requirements
- OSHA Regulations
- Health Insurance Portability and Accountability Act (HIPPA)
- State of Oregon Motor Vehicle Rules
- SACU Medication Administration Procedures

b. How are these guidelines used?

These guidelines set standards of care, employment, training support, and treatment for individuals living in SACU group homes the employee must follow. They also provide employee conduct criteria.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Who Contacted	How	Purpose	How Often?
Case Manager	Person/phone / Fax / Email / Therap	Exchange information	As needed
Parent/guardian	Person/phone / Fax / Email / Therap	Exchange information	As needed
Customer/Public Employers	Person/phone / Fax / Email / Therap	Job Development/Monitoring	As needed

Behavior Consultant	Person/phone / Fax / Email / Therap	Exchange information	As needed
Consulting Physician	Person/phone / Fax / Email / Therap	Exchange health information	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions:

In consultation with the team, the person in this position makes decisions related to Day Program/planning and individual and staff training needs. This position is responsible for helping to direct the implementation of ISP/BSP treatment strategies as they specifically relate to work/Pathway to Employment. This position makes situational/ immediate attention need decisions related to an individual(s) health and behavior. These decisions affect program individuals' quality of life and their independence, community integration, and productivity.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Classification Title	Position Number	How	How Often	Purpose of Review
PEM B (Site Manager)		Written Evaluation	Yearly	To outline work performance for the year.
PEM B (Site Manager)		Observation Meetings	As needed	To lend support for accomplishments and areas needing improvement. To ensure adherence to rules, policies, procedures.
PEM B (Site Manager)		Written Input from SM(s)	Quarterly (EDP)	To provide input on work performance for the year in Employee Development Plan (EDP).

SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?

- Plan work
- Assigns work
- Approves work
- Responds to grievances
- Disciplines and rewards

- Coordinates schedules
- Hires and discharges
- Recommends hiring
- Gives input for performance evaluations
- Prepares and signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification.

All positions in DHS require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.

Because of ongoing and changing needs of the individuals living in the home, it is expected that the person filling this position is flexible and able to change work areas/assignments as needed and mutually agreed upon. Work schedules are adjusted across all shifts to meet the needs of staff training, supervision of individuals or plan implementation.

Individuals must attend and pass all SACU Mandatory classes to include **Oregon Intervention System (OIS)** and **CPR/First Aid** training.

Individuals must have a valid driver's license and the ability to lift 75 pounds.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Operating Area	Biennial Amount (\$00,000.00)	Fund Type

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee signature

Date

Supervisor signature

Date

Appointing Authority signature

Date

Updated December 9, 2013