



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

Position Revised Date:
1/09/13

HTT2

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: Habilitative Training Tech 2
- b. Classification No: C6726 c. Effective Date: _____
- d. Position No: _____
- e. Working Title: Direct Care / Support Representation 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 Professional Administrative
 Non-Exempt
- m. Eligible for Overtime: Yes No

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 training and/or assistance for the individuals in, hygiene, nutrition, housekeeping, behavioral management, safety, job support and training, health care and other daily activities both within the home and the community; also to maintain the home/property in a 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

The following are general expectations for performance of the duties listed below: establishes and maintains professional and collaborative working relationships with all contacts; contributes to a positive, respectful, and productive work environment for clients and staff; maintains regular and punctual attendance; maintains a valid driver’s license and the ability to drive; and follows SACU Operational Guidelines.

% of Time	N/R/NC	E/NE	DUTIES
50%	R	E	<p>Provide necessary support, training and/or assistance for each individual to the degree necessary in the following areas:</p> <ul style="list-style-type: none"> a. Hygiene: bathing, toothbrushing, shaving, hair care, nail care, etc. b. Toileting, dressing, nutritional management, physical management/including prosthetic devices, behavioral management, safety, job support and training, housekeeping, money management, recreation, health care, community integration. c. Administer medications, maintain medication records including MAR form, TAR form, med countsheets, and all the aspects of medication administration systems*. <p>*Note: Currently, Eliot HTT2’s do not administer meds, they administer treatments and document on TAR.</p> d. Perform assigned Registered Nurse delegated medical tasks which may include but are not limited to: medication administration via G-Tube, diabetic procedures and other medical duties as assigned. Complete the appropriate documentation as necessary.
10%	NC	E	Provide support for individuals by maintaining the observation skills necessary to identify behavioral/health changes or needs and immediately report to Site Manager, support staff, RN.
10%	NC	E	Document information relevant to the individual’s health and welfare aiding health professionals and the program in understanding the individual’s history, as well as, providing for current and future needs.
10%	NC	E	Perform general interior and exterior housekeeping including but not limited to: laundry, vacuuming, grounds upkeep, meal preparation, food handling and storage, maintenance of prosthetic and positioning equipment, cleaning bathrooms, etc.
5%	NC	E	Participate in meetings and attend mandatory training as required/assigned.
5%	NC	E	Maintain a safe environment. Report any concerns to Site Manager. Participate in safety checks and fire drills. Follow proper nutritional management, physical management, and behavioral intervention techniques and principles as trained.
5%	NC	E	Follow established policies, procedures and guidelines to support SACU mission and DHS Core Values – Integrity, Stewardship, Responsibility, Respect, Professionalism, Service Equity and Innovation.

5%	NC	Perform other duties as assigned. Support individuals while in the hospital.
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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.

Must have the ability to pass and maintain the following skills and certifications:

- Oregon Intervention System Certification
- CPR/First Aid Certification
- Medication Administration Skills
- Stabilization and Crisis Unit (SACU) will train these skills and certificates.
- 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.
- 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.
- Frequent daily lifting up to 75 lbs involving transferring, positioning and moving individuals and/or moving program supplies. Frequent daily squatting, bending, and stooping.
- Must be able to engage and maintain Oregon Invention System (OIS) approved restraints for up to one (1) hour.
- Daily exposure to household and sometimes industrial strength cleaning agents.
- Exposure to a variety of work settings both within the home(s) and the community.
- Occasional exposure to inclement weather.
- Occasionally participate in water activities with the individuals as assigned.
- Frequent daily transportation of individuals utilizing wheelchair accessible vehicles, passenger vans, mini vans and/or standard size cars. Must have the ability to drive a car/van.
- Must possess valid Oregon Driver's License and maintain an acceptable driving record, as frequent use of a motor vehicle to transport children or adults throughout the state.
- Frequent contact with the public and other agency personnel.
- Must be able to read and write in English.
- Must have basic computer skills / be able to utilize the THERAP system for documentation and communication with supervisors and co-workers.

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
- SACU Operational Guidelines
- Fire Marshall Regulations
- State and Federal Sanitation Requirements
- Health Insurance Portability and Accountability Act (HIPPA)
- State of Oregon Motor Vehicle Rules
- SACU Medication Administration Procedures

b. How are these guidelines used?

To provide framework required to provide care and employment, training support and treatment for the individuals and to establish criteria for employee conduct.

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?
Individuals	Person	Instruct/Monitor/Support	Daily
Site Manager	Person/phone	Exchange information	Daily
County Case Mngr.	Person/phone	Exchange information	Monthly
Physician(s)	Person/phone	Exchange medical information	As needed
Consultants	Person/phone	Exchange health information	As needed
Registered Nurse	Person/phone	Exchange health information	Daily/As needed
Parent/Guardian	Person/phone	Exchange information	As needed
Public	Person/phone	Exchange information	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

Decides and reports any special problems that occur to supervisor and brings any medical/behavioral concerns to supervisor. Decisions are generally situational and could not only impact the health and safety of individuals supported but could also impact housemates, employees and/or people within the community.

- ❑ Basic health decisions may involve: Identifying and taking action in the event of illness and/or injury, medication administration, etc.
- ❑ Basic safety decisions may involve: Evaluating the need for assistance, behavior intervention, change in environment, evacuation, activating safety locks and/or alarms, defensive driving techniques, increased supervision, etc.

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
Principal Executive Manager B		Verbally	As needed	To lend support for accomplishments and areas needing improvement. To ensure adherence to rules, policies, procedures.
		Written Evaluation	Yearly	To outline work performance for the year.

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?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> 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.

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 May 19, 2009
Update December 6, 2010
Updated November 2, 2011
Updated December 9, 2013
Updated January 9, 2014*