

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, Office of Developmental Disabilities Services, Aging and People with Disabilities, **Stabilization and Crisis Unit (SACU)**. SACU provides service to high-risk adults and children who would have been committed to a state facility. SACU provides 24-hour residential care and supervision to Oregon individuals with intellectual / developmental disabilities who represent the most risk to the public at large, their peers, or themselves. SACU provides residential care and support, which includes health and medical care, behavioral support, personal care, job and training support, 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 counties and supports over 100 individuals. Each individual residing in the program has an Individual Support Plan (ISP) that emphasizes community integration, independence, and productivity, has daily implementation agendas, 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 children and adults in: behavioral management, safety, school, personal cares, nutrition, housekeeping, health care and other daily activities both within the unit and the community. This position also maintains 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 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%		E	<p>Individual Supports Health and Safety as outlined in each individual's Behavior support Plan (BSP) and Individual Support Plan (ISP).</p> <ul style="list-style-type: none"> • Follows supervision protocols for each individual both in the home and in community settings. • Follows medical and safety protocols. • Administers medication and completes treatments following the medication administration curriculum. Documents daily and accurately on MAR/TAR, control medication count sheets, consultation forms, intake and output/bowel care records and all required med administration records. Treat injures, oral and topical medications, transcribing physician orders and order medications. • Responds to crisis situations at their group home, in the community or assist another SACU home as needed. • Follows levels of supervision for general community integration, court appearances, school, family visits, medical appointments, counseling and others as needed. • Follow Oregon Intervention System (OIS) of least to most restrictive strategies. • Participates and/or provides input in training and treatment plans. Provides objective feedback to behavior specialist and assist with interview/observations as request by the team. • Follows written ISP and BSP, and all support protocols and documents. • Complete GER's as specified by policies and procedures related to behavior and other incidents. • Maintains continuous observation of client for behavior/health needs and reports any changes/concerns immediately to the Site Manager and/or Shift Supervisor followed by *written documentation on a GER, T-Log and/or THERAP health tracking. <p><i>* Completes daily and accurate documentation on; Behavior data, training programs, outing requests, mileage logs, progress notes (T-Logs) etc.</i></p> <ul style="list-style-type: none"> • Monitors, assists and motivates children or adults to participate in daily training and treatment needs directed by plan as well as incidental training. • Monitors and assists with physical cares, personal hygiene, dressing and prosthetic devices, etc. • Assist with transition upon clients transfers within and exits from SACU. • Provides transportation to and from community activities, medical appointments, family visits, and provides hospital coverage. • Appropriately handles client money and returns all necessary receipts to the manager immediately upon return from an outing. Completes shift spending log each shift per policy.
10%		E	<p>Training and Communication</p> <ul style="list-style-type: none"> • Provide skill training for children and adults living in the home per ISP/BSP. • Mentors new employees as assigned.

			<ul style="list-style-type: none"> • Contributes to clients PFWs. • Attend and actively participates in job related trainings and implement as appropriate on the job, including but not limited to OIS, CPR, Med administration, individualized ISP/BSP and revisions as they occur, annual SACU training packet and Mandatory abuse training. • Participate in meetings and attend mandatory training as required or assigned.
10%		E	Household Duties <ul style="list-style-type: none"> • Shops for food, orders supplies and cooks for the house following menus and special diets. • Performs interior housekeeping duties such as meal preparation, laundry, and cleaning, dusting, emptying garbage, mopping floors, minor repairs. • Performs exterior duties such as mowing the lawn, pulling weeds, pruning trees and bushes and minor repairs. • Maintain a safe working environment, participate in safety checks and fire drills and completes eye wash station checks daily. Maintains State vehicles in a clean functional state at all times. • Takes vehicle in for maintenance as scheduled.
10%		E	Documentatin Requirements <ul style="list-style-type: none"> • Complete daily documentation including but not limited to: T-Logs, Medication Administration, PVO's, GER's, Behavior Data, Outing Requests, Health Tracking, Training Data, Outing Logs, and Mileage Logs.
5%		E	Medical Support Services <ul style="list-style-type: none"> • Perform assigned Registered Nurse delegated medical tasks. • Administers and documents accordingly prescribed medications, special diets, and adaptive equipment. • Checks all meds upon delivery to assure accuracy according to MD orders. Completes narcotic count sheets as needed. • Conducts checks on medication documentation to assure completeness and accuracy and notify Site Manager as well as complete a GER as warranted.
5%		E	Other Duties As Assigned <ul style="list-style-type: none"> • Perform other duties as assigned.

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:

- Oregon Intervention System Certification.
- CPR/First Aid Certification.
- Medication Administration Skills.
- Stabilization and Crisis Unit 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 that 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 one (1) hour or less.
- 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.
- Must maintain a valid driver's license, as frequent use of a motor vehicle to transport children or adults throughout the state to transition program is required.
- Dress in semi-professional work attire (examples: court, family visits, school, etc.).
- Must be able to speak, read and write in English.
- Must possess a valid Oregon Driver's License and maintain an acceptable driving record.
- Must be physically fit to accompany clients on hikes, walks, biking, swimming, and other physical activities.
- 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
- SACU Operational Guidelines
- Fire Marshall Regulations
- State and Federal Sanitation Requirements
- Health Insurance Portability and Accountability Act (HIPAA)
- State of Oregon Motor Vehicle Rules
- SACU Medication Administration Procedures
- Health Insurance Portability and Accountability Act (HIPAA)

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 Manager	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 A		Verbally	As Needed	To lend support for accomplishments and areas needing improvement. To ensure adherence to rules, policies, procedures.

		Written Evaluation	Yearly	Provide information for annual review
Principal Executive / Manager B	8100000	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.

The skills and certificates below will be trained by Stabilization and Crisis Unit

- Oregon Intervention System Certification
- Current CPR/First Aid Certification
- Medication Administration

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 January 9, 2013