



JOB DESCRIPTION

TITLE;

DIRECT TRAINING STAFF Noc. STATUS; **AT WILL, NON EXEMPT**

Noc. = Nocturnal, awake overnight shift

STATEMENT OF THE JOB:

Under general supervision of the Facility Manager, the **Direct Training Staff Noc.** is responsible for the overnight care and supervision of people with developmental disabilities living in Peppermint Ridge homes in accordance with mandates of public law, Federal and State regulations and within agency operating plans. The DTS/NOC is also responsible for Housekeeping in the home during the shift.

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Facility Manager:

- 1) Under minimal supervision the DTS/NOC is responsible to ensure the safety and supervise clients assigned to the home overnight
- 2) The DTS/NOC is also responsible for completing all NOC Shift cleaning duties outlined in the NOC shift-cleaning checklist each night.
- 3) Responsible to check or assist residents according to “*Resident Sleep Chart / Toileting Schedule*”, *CPAP /BI_PAP Sleep Chart or Snoring Chart*”, as required.
- 4) Assists in meeting resident's health and personal hygiene needs:
 - a. Gives needed personal care , assistance with toileting, and eating needs),
 - b. medications and treatments as assigned on work schedule.
- 5) Prepares and serves breakfast and follows prescribed menu. When prescribed, allows residents to assist in food preparation and clean-up.
- 6) Works to maintain high standards of cleanliness throughout the home.
- 7) Attends in-service training and staff meetings as assigned by the Facility Manager and within In-service training requirements.
- 8) Performs all other duties as assigned.

REQUIREMENTS

1. Must be willing to complete a personal background investigation conducted by the State of California and must meet California Community Care Licensing and Department of Health standards for employment according to Title 22 and 17.
2. Required to have a valid California Driver's License and a driving record that meet insurance standards to operate company owned vehicles.
3. Must possess basic knowledge of the English language written and verbal.
4. Must be willing to complete a health screening physical examination that includes a drug screen.
5. Must be capable of obtaining CPR Certification Card.
6. Must be capable of obtaining First Aid Certification Card.
7. Must be willing to work with a culturally integrated workplace, and be willing to respect human differences based upon race, age, handicap, religion, sexual orientation, political persuasion, place of origin, color, or any other condition that distinguishes people from one another.

ICF DD-H& N STAFF INSERVICE TRAINING REQUIREMENTS – January 2, 2007

Within the times indicated, all direct care personnel, i.e. Facility Managers, Direct Training Staff, QMRP's and O/C staff, must complete all requirements.

ORIENTATION - 32 hrs	Within the 1st 32 hrs. of employment
CONTENT	INSTRUCTOR
<p>NEW HIRE ORIENTATION DAY 1-4</p> <p>(Day 1) New hire orientation, Introduction, Ridge paperwork, History, Philosophy, Value system, personnel policies & procedures, timesheets/benefits, Client needs, ISP/IPP-active treatment vs. normalization, client rights, incident Reporting, abuse, Universal Precautions, Hazardous Materials, Sanitation Principals, HIPPA-Confidentiality (8 hrs)</p> <p>(Day 2) Location of gas & water, Fire drills/emergency code procedures, Meal prep., staff scheduling, hospital and police, data collection, day programs, active treatment and an oral test of knowledge. (8 hrs)</p> <p>(Day 3&4) 8 hrs each orientation in home other than assigned, 8 hr. orientation in assigned home. (16 hrs)</p> <p>Total time (32 hours).</p>	<u>STAFF DEVELOPMENT COORDINATOR</u>
Emergency and safety procedures; fire and disaster plan; emergency procedures for choking (2 hour)	<u>VIDEO</u>

The above topics are to be completed prior to reporting for duty.

<p>ORIENTATION TO CLIENT NEEDS: Each client's ISP/IPP/IEP; meds location, administering/recording, side effects; seizure recognition/recording; incident reports.; health & emergency procedures; client rights; abuse reporting; sexuality, client daily activities; adaptive equipment; tour of facility.</p> <p>ORIENTATION TO THE HOME: / PROGRAM DESIGN: Location of First Aid kit, fire extinguishers, emergency phone numbers, disaster plan, doctors, fire department, poison control, hospital & police departments. (5 hours)</p>	<u>FACILITY MANAGER OR DESIGNEE</u>
<p>A. <u>REQUIRED CLASSES</u></p> <p>Fire & Safety - 2 hr. class - Renew annually</p> <p>CPR/First Aid - 8 hrs. – Renew annually</p> <p>Client Rights - 2 hrs. – Renew annually</p> <p>Is This Abuse? - 1 hr. – Renew annually.....</p> <p>Universal Precautions.....</p> <p>Medication Administration Part I & II - 10 hrs.</p> <p>Medications Review – Renew annually</p> <p>CP I Training 8 Hrs.</p> <p>B. <u>DD-N ATTENDAN T TRAINING</u> 50 hrs. Theory / 100 hrs. Clinical</p> <p>(Wednesday training requirements) Plus classes in 20 additional categories</p>	<p>Within 6 months of date of hire.</p> <p>Within 30 days of hire.</p> <p>Done at Orientation.</p> <p>Done at Orientation.</p> <p>Done at Orientation and renew annually</p> <p>Within 6 months of date of hire. *Initial class will be paid at regular rate. If you don't pass, make-up class is on your own time (unpaid).</p> <p>Required annually.</p> <p>Required annually</p> <p>Within 3 mos. of date of hire. (To be completed no later than 6 mos. from DOH)</p> <p>A goal of eight hours per month, starting with month following date of hire.</p>

Wages are paid for all hours attended in CPR, First Aid, C.P.I., and Medication Training. For each of these classes, three hours of credit are applied toward the required monthly in-service. All 24 categories, including Fire & Safety, CPR, First Aid, Client Rights, C.P.I. and Medications are required annually.

DTS / NOC CLEANING DUTIES CHECK LIST;

	Mon	Tue	Wed	Thur.	Fri.	Sat.	Sun.
1. Put bedding in laundry and make beds (morning only)							
2. Do all Laundry.							
3. Sweep and Mop all uncarpeted areas, kitchen, Bathrooms and entrances, etc.							
4. Clean Bathrooms including counter tops, and mirrors completely.							
5. Clean kitchen and wipe all appliances							
6. Take out food to be defrosted							
7. Damp wiping kitchen table and chairs							
8. Check that all food in the kitchen is labeled and dated							
9. Clean out the refrigerator door and shelves, and throw out food older than three day.							
10. Check the temperature of the refrigerator to ensure it meets licensing standards.							
11. Dust furniture, and remove any cob webs							
12. Clean furniture in living areas							
13. Clean activities and supply cabinet							
14. Empty all trash							
15. Thoroughly clean all wheelchairs and walkers							
16. Clean and organize all hygiene baskets, (Sunday only)							
17. Wash program supplies and organize closet, (Sunday Wednesday only)							
18. Clean all walls, woodwork and baseboards in the living room, dining room and kitchen, (Mondays only)							
19. Clean light fixtures, ceiling fans, windowsills, and mini blinds (Tuesday only)							
20. Clean refrigerator and freezer (Tuesdays)							
21. Clean stove and oven, (Wednesdays)							
22. Clean all air / heating vents, (Wednesdays)							
23. Wash inside of windows in the kitchen, dining and living room and sliding doors (Thursdays)							
24. Wash kitchen cupboards shelves, (Fridays)							
25. Clean the vent above the stove and behind the stove, (Saturdays)							
26. Clean vent under the refrigerator, (Saturday)							
27. Clean all lunch pails and prepare lunches for clients late in the shift (Sunday – Thursday)							
28. Check water temperature in the bathroom.							
29. Check the water temperature in the kitchen.							
30. Check on clients hourly or as per ISP.							
31. Disinfect the home.							
32. Read client ISP, and review any notes regarding clients or home left by other staff or the FM and Q.							
33. Fill out any required paperwork, including the NOC Shift Monitoring Report.							

ACKNOWLEDGEMENTS AND EMPLOYMENT AGREEMENTS

I hereby certify that I possess all of the "Essential Requirements" of the job outlined in the job description for the position of **Direct Training Staff Noc shift**, except as noted here.

None

Or please specify any exception:

I hereby certify that I am fully capable of completing all of the responsibilities documented within the job description and that I do not have a physical or mental disability that would require a special job accommodation or that would jeopardize the health and/or safety of my co-workers during the course of my employment in this position.

OR If an accommodation is required, please specify:

I hereby certify that I understand that this job description is not intended to be all-inclusive, and that I am expected and hereby agree to perform other job-related tasks properly assigned to me by my supervisor. I clearly understand and agree that the Agency has a legal right to revise or change this document in part or in total as business needs dictate. I understand and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the Agency is "at-will" for an unspecified duration and may be terminated at any time by me or the Agency as specified by Section 2922 of the California Labor Code.

If hired as a non-regular employee (on call) I understand that I am not guaranteed any number of hours per week, nor am I guaranteed any work at all. I am expected to be available to work the hours I have submitted that I am available and to come to work on time and leave at the scheduled time. The Agency will respect the limits of my availability and shall not punish me for not being available outside the hours of my stated availability. The Agency may stipulate I be available a minimum number of hours. I also understand that the Agency schedules non-regular staff based on special circumstance need and reserves the right to match an employee to the specific special circumstance(s).

Print or Type Name: _____

Employee Signature: _____ Date: _____

Witness Signature: _____ Date: _____