



**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 respiratory care to those individual clients who are required by doctors' orders to have specialized care to assist them in breathing. This care also includes providing medication through prescribed breathing apparatus, and to ensure that all care plans are followed. Provide training as necessary and appropriate to both RN and HTT2 staff.

### 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%	N/C	E	Provide necessary support, training and/or assistance for each individual to the degree necessary in the following areas: <ul style="list-style-type: none"> <li>• Aerosol Therapy, including small volume nebulizer, continuous and/or frequent treatment for pulmonary hydration.</li> <li>• Oxygen Therapy</li> <li>• Sputum induction and collection</li> <li>• Chest physiotherapy</li> <li>• Pulmonary function screening for forced vital capacity, forced vital capacity one second, tidal volume</li> <li>• Incentive spirometry</li> <li>• Breathing exercises</li> <li>• CPR, ventilatory and chest compression maintenance</li> <li>• Transcutaneous oxygen monitoring</li> <li>• Sterile suctioning</li> </ul>
20%	NC	E	Maintain supplies in a safe and sanitary manner including but not limited to, cleaning, changing equipment, maintaining equipment, ordering and stocking of supplies. Practice proper infection control procedures.
13%	NC	E	Maintain client records per SACU Policies and Procedures.
3%	NC	E	Attend meetings as required and appropriate, including, but not limited to, SACU team meetings, RT/RN meetings, and ISP meetings as needed.
2%	NC	E	Provide in-service and/or training in the use of respiratory therapy, equipment, and/or procedures and/or techniques to RN staff and Direct Care staff as related to their job duties.
2%	NC	E	May transport clients or equipment to other homes or to medical appointments. 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.

- Frequent daily lifting up to 75 lbs involving transferring, positioning and moving individuals and/or moving program supplies.

- Frequent daily squatting, bending, and stooping.
- Daily contact with combative, unpredictable, argumentative, aggressive and developmentally disabled children or adults who may be a danger to themselves and others on a daily basis.
- 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 possess a Valid Oregon Driver’s License and maintain an acceptable driving record.
- Must have the ability to drive a car/van.
- Occasional contact with the public and other agency personnel.

## 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/1<sup>st</sup> 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
- 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?**

To provide framework required to provide care, 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?
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Individuals	Person	Instruct/Monitor/Support	Daily
HTT2's	Person	Instruct/Support	Daily
BVS1 and BVS2	Person	Instruct/Support/Exchange Information	Daily
Site Manager	Person/phone	Exchange information	Daily/As Needed
Nurse Manager	Person/phone	Exchange information	Daily/As Needed
Program Manager	Person/Phone	Exchange information	Daily/As Needed
County Case Manager	Person/Phone	Exchange information	Daily/As Needed
Physician(s)	Person/phone	Exchange medical information	As needed
RN Staff	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, maintaining basic life support, 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
Nurse Manager		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.
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**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.**

Valid Oregon Driver's License and acceptable driving record

Ability to lift up to 75 pounds

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

- Oregon Intervention System Certification
- CPR/1<sup>st</sup> 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

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Employee signature

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Date

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Supervisor signature

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Date

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Appointing Authority signature

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Date

*Updated December 9, 2013*