



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

Position Revised Date:
12/09/13

PEMA

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: PEMA
- b. Classification No: X7000 c. Effective Date: _____
- d. Position No: _____
- e. Working Title: Shift Supervisor
- 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 manage the operation of a three, four, or five bed home, supervise direct care and specialized support staff, and lead the development / implementation of Individual Support Plans (ISP) for each individual. This position coordinates services with consultants and other service providers, and serves as liaison with parents, guardians, neighbors and county case managers. It ensures the home is operated per the Comprehensive 24-hour Residential Services for Children and Adults with Developmental Disabilities OAR (Chapter 411, Division 325).

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
85%	R	E	<p>Supervises direct care staff. Authorizes overtime. Approves work and requests for time off. Explains rules, policies and procedures of the Agency, as well as provisions of the Collective Bargaining Agreement (CBA) as it relates to the work. Ensures that all policies and procedures relating to clients are followed, including, but not limited to ISPs, BSPs, Staffing Protocols, House Protocols, and any other directives concerning the clients of the group home.</p> <p>Interviews, hires, or recommends hiring of new staff. Ensures that new employees receive the training necessary to work appropriately with clients. Trains all employees on new work procedures or operations. Determines training needs of all staff and recommends training programs; ensures that all staff attend training as necessary. Ensures that all staff follow appropriate record-keeping procedures, including 24-hour shift report, data collection report, behavioral progress notes, client Incident Reports (IR’s), employee/client injury and/or disease reports, restraint recording procedures, 24-hour schedules, and all flow sheets.</p> <p>Monitor the group home and property for cleanliness and necessary repairs, and schedule maintenance and repair work as necessary and approved.</p> <p>Evaluate staff performance and complete performance appraisals as appropriate. Resolves work-related problems such as performance, workload, and scheduling issues. Initiates disciplinary action, including conducting fact-finding meetings, as necessary and appropriate. Prepares and reviews position descriptions for staff on an annual basis.</p> <p>Keeps Site Manager informed of any issues/concerns. Provides back-up to Site Manager as needed, which may include Site Manager absences, attending meetings, dealing with client and/or staff issues, talking with neighbors, vendors, and other customers of SACU.</p> <p>Evaluate staff knowledge and ensure understanding of all pertinent information, including, but not limited to, administrative memos and/or directives. Ensures understanding of various SACU and House-specific procedures, such as use of accrued leave time, calling in sick, house rules, and shift reports.</p> <p>Present all material in a positive and constructive manner. Act as a role model by following all Agency procedures and directives at all times.</p>

			Assure policies, procedures and Oregon Administrative Rules (OARs) 411-325 24-Hour Residential and 411-323 rules are followed at all times. Be familiar with DHS mission and with SACU objectives and goals.
10%	R	E	Reviews and gives input to the ISP process for each client. Ensures that enhanced residential/vocational work is followed. Ensure the health and well-being of clients by following all doctor orders, nursing orders, and issuing medications per prescriptions provided by a health care provider. Ensure that 24-hour position schedules are followed when applicable.
5%	R	E	Other duties as assigned, which can include, but are not limited to: Assist in Data Collection as requested. Assume work assignments in other work units if requested. Assist in planning meaningful recreational experiences for clients. Arrange necessary coverage for your shift, as well as the oncoming shift. Ensure the computer entry of all data and other necessary information. Comply with unit quality assurance procedures. Complete checklists as requested. Ensure licensing, and other listed deficiencies are corrected as soon as possible. Submit all reports to Site Manager in a timely manner.

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.

- Home environment staffed seven (7) days/week, 24 hours/day. On-call on a rotational basis for weekends only. Flexible work schedule to include all three (3) shifts for purposes of staff meetings, observation, training, and support.
- Frequent daily lifting up to 75 lbs. involving transferring, positioning and moving of individuals; moving program and/or house 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 Intervention System (OIS) approved restraints for one (1) hour or less.
- Daily exposure to house hold, and sometimes industrial strength, cleaning agents.
- Exposures to a variety of work settings and/or community settings, i.e., various stores, restaurants, and/or shopping malls.
- Occasional exposure to inclement weather.
- Occasional participation in water activities with clients.
- Required to remain at work site until staffing goals for each shift are met.
- Occasional to frequent transportation of individuals in a variety of vehicles, including wheelchair accessible vans, mini-vans, and/or standard size cars. Must be able to drive a car or van.
- Must possess a Valid Oregon Driver's License and maintain an acceptable driving record.
- Frequent contact with vendors, customers, and other agency/department 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.
- 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
- Federal Family Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA)
- ADA Regulations
- AFSCME Collective Bargaining Agreement
- SACU Operational Guidelines
- Fire Marshall Regulations
- State and Federal Sanitation Requirements
- OSHA Regulations
- Fair Labor Standards Act (FLSA)
- Health Insurance Portability and Accountability Act (HIPPA)

b. How are these guidelines used?

These guidelines set standards for performance and provide direction, procedural information and specific mandates (laws and policies), and outline criterion for programs, services, business practices and employee relations. They are incorporated into the decision-making process regarding support plans for individuals, confidentiality, employee safety, personnel issues, and 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?
Physicians, Nurses, and/or Pharmacies	In Person/By Phone	Exchange medical information	As needed
Consultants	In Person/By Phone	Exchange health information	As needed
Parents/Guardians	In Person/By Phone	Exchange of information	As needed
Housing Authorities	In Person/By Phone	Coordinate repairs of house and/or yard	As needed
Public and/or vendors	In Person/By Phone	Exchange information	As needed
Case Managers	In Person/By Phone	Exchange information	Monthly

SECTION 7. POSITION-RELATED DECISION MAKING

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

Makes decisions related to the full spectrum of supervisory functions (e.g., hiring, competency, discipline, scheduling, etc.), which directly affects the quality of care of individuals, staff morale, and the SACU budget. Makes decisions on purchases, acquiring professional services, house protocols, and implementation of SACU policies/procedures and OARs which affects licensing outcomes and the cost of program.

Poor decisions can result in the home losing its license and overspending the allocated budget.

All decisions affect SACU clients' quality of life, as well as their independence, community integration. All decisions also affect the overall effectiveness and efficiency of SACU as a State Agency.

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		Verbally	As needed	To ensure accomplishment of goals, and adherence to rules, policies and procedures.
PEM/B, Site Manager		Written evaluation	Yearly	To outline work performance for the year, and to define future goals.

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? _____

How many employees are supervised through a subordinate supervisor? _____

b. Which of the following activities does this position do?

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

- Must possess a Valid Oregon Driver's License and maintain an acceptable driving record.

