



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

RESIDENTIAL CAREGIVER

Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Health and Human Services, Behavioral Health Division
LOCATION: Countywide
SALARY: Range 53 \$3070 \$3223 \$3378 \$3542 \$3732**
The above monthly salary is paid over 26 pay periods annually.

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new ("PEPRA") CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay employee contribution. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DEFINITION: Under the direction of the Progress House Manager, provides services to and oversight of consumers in a 24-hour residential facility for adults with mental illness or co-occurring mental illness and addiction.

ESSENTIAL JOB DUTIES: Provides direction, supervision, support and encouragement to residents of Progress House, an Adult Residential Facility. Supervises and monitors residents, coordinates care, and maintains Progress House security to ensure the well-being and safety of residential clients at all times and in accordance with applicable laws, regulations, and institutional philosophy; plans, organizes, and supervises a variety of life skills, study, and recreation activities for assigned group of clients; conducts individual and group interventions, consistent with accepted treatment plans and standard operating procedures; may conduct workshops with clients in life skills and recovery techniques as assigned; participates in serving and preparing group meals; distributes supplies, clothing, bedding, and necessary personal hygiene items according to prescribed schedule and as assigned; sets up and assists clients with medications as prescribed by doctors and in accordance with written procedures and as assigned; verifies accuracy of medication and dosage with medical records; observes, records, and provides a variety of information on residential clients' behaviors, attitudes, interests, and skills periodically and upon request; confers with supervisors and/or other authorized parties regarding a variety of problems/issues; takes appropriate and prescribed action in emergency situations as directed and in accordance with relevant policies and training received; performs a variety of housekeeping and custodial functions in support of the Progress House facilities in compliance with hygienic and safety procedures, and implements appropriate measures for infection control to protect residents and staff from communicable diseases; prepares and maintains a variety of written and electronic records and documentation related to the care and custody of clients; inputs data to an electronic call log and health record; prepares reports and completes forms and logs on a regular basis and upon request; attends and participates in staff meetings. Persons in this position may be the first responder to emergency or urgent need for mental health or social services; participates in triaging client as necessary and as trained. Provides general assistance as needed to other team members.

EMPLOYMENT STANDARDS

Education/Experience: High school graduate or equivalent with at least two years of experience performing human service activities in an office, community, or group home setting; OR education beyond high school may be substituted for one year of the required experience on the basis of one year of full-time education equivalent to one year of experience. Experience working in a care facility for the mentally ill is preferred. Must possess a valid Class B operator's license, or obtain a valid Class B operator's license within 18 months of employment.

Knowledge of: Basic understanding of the general goals of assigned public/mental health programs; fundamentals of record keeping; appropriate professional interpersonal skills; correct English usage, spelling, grammar, and punctuation; computers and software; some Internet familiarity; basic mathematics; principles and practices of work safety.

Ability to: Establish and maintain positive relationships with coworkers, clients, and others contacted within the course of business; learn and apply guidelines and regulations related to residential caregiving and confidentiality; work with persons infected with communicable disease or who have mental/emotional diagnoses; organize duties and determine priorities in order to meet assigned deadlines; work with various cultural and ethnic groups in a tactful and effective manner; act quickly and calmly in emergency situations; work effectively with interruption; identify situations quickly and objectively and determine proper course of action within prescribed policies and procedures; communicate clearly and concisely, both orally and in writing; meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others. Consistent attendance is an essential function of the position.

Core Competencies:

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

- **Intensity:** Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.
- **Ethical Behavior:** Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.
- **Influence:** Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.
- **Commitment:** Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.
- **Interpersonal Skills:** Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.
- **Resiliency:** Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.

- **Craftsmanship:** Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self- development; and self-starter.

Special requirements: Must be able work various day and night shifts, weekends, and/or holiday and relief shifts; must possess or obtain and maintain a valid Class B operator's license for transporting clients within 18 months of employment; must successfully complete pre-employment background check and physical examination. Must have ability to obtain and maintain a first aid certification.

Typical Physical Requirements: Intermittently, sit while typing or preparing records and charts; walk, bend, squat, climb, kneel, or twist while assisting clients, handling supplies/equipment or retrieving/returning files/charts; perform simple and power grasping, pushing, pulling, and fine manipulation; lift light to medium weight. Normal manual dexterity and eye-hand coordination required. Corrected vision to normal range; normal hearing and talking is required for verbal communications. Occasionally run errands. Good memory and recall is necessary for the accurate and timely transfer of data/information.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, computer skills exercise, and oral examination.

APPLICATION: **This recruitment will remain open until position has been filled.** Applications **must be received** in the Personnel Office, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached"**. Incomplete applications will not be processed.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Reasonable efforts will be made in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). **All positions are considered Countywide positions.** Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.