



# Serra Center

**POSITION:** On-Call Staff  
**SUPERVISOR:** Human Resources Manager  
**STATUS:** Non-Exempt

On-Call Staff provide relief throughout the agency where there are openings with regularly scheduled hours. On-Call Staff call-in to the Human Resources Manager weekly to request hours. The agency will also contact On-Call Staff when there is an immediate need for client coverage. On-Call Staff can be assigned to work in all of the agency's programs: ICF/DD-H Homes (Intermediate Care Facility / Developmentally Disabled Habilitative), Independent and Supported Living Services.

## **DUTIES AND RESPONSIBILITIES:**

1. Provide livings skills instruction, or assistance and training with ADL's (i.e. personal hygiene, meal-time etiquette, social interactions) as defined in the Individual Support Plan (ISP).
2. Instruct and/or assist clients with managing their health and medical needs, including but not limited to medication administration and treatments as designated or prescribed. Ensure routine medical appointments/needs are fulfilled. Administer medications (if Med Certified) and treatments as prescribed and provide needed documentation.
3. Implement Behavior Plans (as applicable) and provide guidance for exhibiting appropriate behavior through example.
4. Facilitate community socialization, activities and events.
5. In accordance with Title 17 Regulations, provide on going monitoring, tracking and analysis of client progress via required documentation (quarterly or semi-annual progress reports, living skills assessments, budget reports, special incident reports, program hour forms, etc).
6. In accordance with Title 22 and Department of Health Regulations, monitor and document client progress via required documentation (daily progress notes and data collection, Nurse Notification, MAR's, special incident reports, etc).
7. Protect the individual's rights and provide the opportunity for informed choices.
8. Act as an advocate and comply with Mandated Reporter regulations.
9. Attend mandatory In-Service trainings monthly and other trainings, meetings as assigned.
10. Maintain open communication with co-workers, supervisor and other team members as applicable.
11. Perform duties and responsibilities in accordance with Serra Center Policies and Procedures.
12. Other duties as assigned by Supervisor.

## **REQUIREMENTS:**

1. High School Diploma. Experience working with the developmentally disabled population preferred.
2. Proficient written and verbal communication skills.
3. Ability to work within a team.
4. Valid CA Driver's License and reliable, insured transportation.
5. Department of Justice (DOJ) clearance, fingerprinting, pre-employment Physical & TB.
6. Willingness to provide compassionate care to the developmental disabled population.

I understand the duties listed above and as explained by my supervisor.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_