



## Serra Center

**POSITION:** Day Program Direct Care Staff - ICF/DD-H Homes  
(Intermediate Care Facility/ Developmentally Disabled Habilitative)  
**SUPERVISOR:** Program Supervisor / QIDP  
**STATUS:** Non-Exempt

Day Program Direct Care Staff are needed for Serra Center's 6 bed ICF-DD/H Residential Care Facilities, serving adults with intellectual disabilities. The homes are licensed by the CA Department of Public Health and located in Fremont, CA.

Day Program Services are provided on-site as a result of COVID-19 and the Shelter-In-Place Order implemented by the Department of Developmental Services (DDS).

Day Program Services focus on meaningful activities that emphasize learning, growth and discovery. Programs meet individualized needs while promoting interaction and socialization with others.

### **DUTIES AND RESPONSIBILITIES:**

1. Maintain a 1:3 staff-to-client ratio and support residents with training in day program activities; to include ADL support (i.e. personal hygiene, meal preparation, meal-time etiquette, transfer and mobility assistance, medication and treatment administration, and social interactions) during day program hours.
2. Implement curriculum and activity schedules for clients served; provides training in consumer-specific goals and objectives utilizing individualized training methodologies in domain areas including but not limited to: behavior management, independent living, pre-vocational-vocational activities, Behavior Literacy (mathematics, history, sciences, business, English, arts, etc.) community awareness, self-advocacy/self-determination, health and well-being, money management, personal care, medication administration, etc.
3. Lesson preparation, teaching subject matter, documents consumer progress toward goals and objectives, and other relevant information daily, weekly, monthly and annually.
4. Actively participates in meetings including but not limited to ISP meetings, quarterly and semi-annual reviews, behavior management plan sessions, governance meetings, staff meetings, in service training sessions, etc.
5. Protect the individual's rights and provide the opportunity for informed choices.
6. Act as an advocate and comply with Mandated Reporter regulations.
7. Respect that the environment in which you are working as the client's home.
8. Perform duties and responsibilities in accordance with Serra Center Policies and Procedures.
9. Maintain open communication with co-workers' supervisor, and other team members as applicable.
10. Other duties as assigned by Supervisor.

**WORK SCHEDULE:** Monday – Friday: 8am-3pm; 9am-2pm.

### **REQUIREMENTS:**

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