

Reviewed / Revised 01/2014

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

# DUTY STATEMENT

RPA#-	EFFECTIVE DATE:
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CDCR INSTITUTION OR DEPARTMENT California Institution for Women (CIW)	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED: Correctional Treatment Center, Corona, CA	CLASS TITLE: <b>Training Officer I</b>
WORKING DAYS AND WORKING HOURS:	SPECIFIC LOCATION ASSIGNED TO: Psychiatric Inpatient Program
INCUMBENT (If known): **	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial): 086-220-5197-001

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COLLABORATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

In addition to the information and minimum qualification requirements as described in the California State Personnel Board specifications for this classification and under the direct supervision of the Program Assistant, the Training Officer I is responsible to organize, develop, coordinate and conduct training programs of average complexity and to conduct a major segment of the facility's complex training program.

The Training Officer I directs training activities for the facility, ensure that training goals are achieved through consultation, and directly conducts training courses and conferences within the scope of training. Typical training programs include but are not limited to: top and middle management development, comprehensive supervisory training, individual employee development plans, professional and technical training, specialized training, and comprehensive orientation programs. Utilizes Equally Effective Communication in accordance to the Americans with Disability Act (ADA) and the *Armstrong* and *Clark* Remedial Plans to ensure communication with individuals with disabilities is equally effective as with others.

Utilizes Therapeutic Strategies Interventions (TSI) techniques to observe behavior and to identify and/or in collaboration with custody staff, intervene in security breaches that could lead to injuries or escape; responsible for the control of patients in collaboration with custody and nursing staff and the protection of personal and real property. Performs other staff work as assigned.

**DUTY STATEMENT** Building Services Maintenance Worker, Correctional Facility – Continued

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
<b><u>Percentage Statement:</u></b>	
<b>50%</b>	Coordinates, facilitates and tracks all information and activities relevant to the Psychiatric Inpatient Program (PIP) training programs required for, but not limited to, Title 22 Licensing and Certification and Joint Commission Behavioral Health Care Accreditation. Utilizes Equally Effective Communication in accordance to the Americans with Disabilities Act (ADA) and the <i>Armstrong</i> and <i>Clark</i> Remedial Plan to ensure communication with individuals with disabilities is equally effective as with others.
<b>25%</b>	Maintains current knowledge of statutory requirements that translate to training needs for Title 22 and Joint Commission Behavioral Health Care Accreditation. Identifies the resources necessary to facilitate a complete and effective comprehensive training program. Assists in the planning and administration of the program mission, objectives, and scheduled activities.
<b>15%</b>	As delegated, attends and participates in committees as defined in the Strategic Plan. Also may be delegated to participate in Joint Quality Improvement or Problem Evaluation Teams.
<b>10%</b>	Utilizes Therapeutic Strategies and Intervention (TSI) techniques to observe behavior and to identify and/or in collaboration with custody staff, intervene in security breaches that could lead to injuries or escape; responsible for the control of patients in collaboration with custody and health care staff and the protection of personal and real property. Performs other duties as required and/or directed.

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE \_\_\_\_\_

SUPERVISORS SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_