

**UNIVERSITY OF CALIFORNIA, DAVIS HEALTH
POSITION DESCRIPTION**

A position description is used for recruiting, selecting, training, and evaluating employees, and for determining the correct classification of a position. It is maintained as an official record of the duties assigned to a position.

HUMAN RESOURCES DEPT USE ONLY

Approved Payroll Title: _____ Job Code: _____ Grade: _____

Date Reviewed: _____ Effective Date: _____ CBUC: _____ Approver: _____

Cost Center: _____ Position Control Number: _____ Employee ID Number: _____

Cost Center: S-MNDR

Position Control Number (PCN):

Name:

Current Payroll Title: Student Academic Specialist 3

Department, Work Location, Work Phone #: MIND Institute, Davis Campus TBD, TBD

Supervisor's Name, Payroll Title, Phone #: Leonard Abbeduto, Ph.D., Executive Director, 916-703-0234

Department Head's Name, Payroll Title, Phone #: Michele Y Ono, M.S., Chief Administrative Officer,
916-703-0274

SECTION 2: BRIEF DESCRIPTION

Briefly describe the role of this position within the department:

The UC Davis MIND Institute is an interdisciplinary research, clinical, and educational center committed to deepening our scientific understanding of the challenges associated with autism and other neurodevelopmental conditions. It is a matrix organization and encompasses over 250 faculty and staff from 14 academic departments with an annual operating budget of approximately \$4 million, contract awards totaling approximately \$16 million, and gifts and endowments valued at approximately \$25 million. The MIND Institute also houses 2 sponsored center grants: the Intellectual and Developmental Disabilities Research Center (NIH), University Center for Excellence in Developmental Disabilities (AUCD); 3 federally sponsored training grants: Autism Research Training Program (NIH), Developmental Behavioral Pediatric Fellowship Program (HRSA), and the Leadership Education in Neurodevelopmental and Related Disabilities (HRSA); and 2 programmatic infrastructure grants: the Research Network for Creating Partnerships with Diverse and Underrepresented Communities (PCORI) and Redwood SEED Scholars (DoEd). The MIND Institute also has an out-patient clinic with approximately 8,000 visits per year.

This role will serve as the Employment Director (ED) for the Redwood SEED Scholars Program funded by the Department of Education. The Redwood SEED (Supported Education to Elevate Diversity) Scholars Program is a comprehensive postsecondary program for young adults with an intellectual disability (ID) at the University of California, Davis. The four-year inclusive, residential program leads to a meaningful credential (e.g., in Integrated Studies) and includes (1) access to program-specific and university-wide classes, (2) inclusive residential options, (3) inclusive on-campus student experiences and supports, (4) internship and competitive integrated employment opportunities, (5) collaborations with UC Davis faculty to ensure the use of best practices in instruction and curriculum design, (6) work with local educational agencies (LEAs) to ensure that students are aware of, and prepared for, the Redwood SEED Scholars Program and to provide professional development in universal design for learning and support evidence-based best practices in elementary and high school classrooms, and (7) recruitment of ethnically, racially, and economically diverse cohorts of students. The Employment Director is key to the Redwood SEED Scholars Program, using their extensive experience to create and coordinate a network of work sites to bolster inclusive employment along with providing outreach training and success-based development plans to ensure the work environments and scholars are achieving their objectives. The Employment Director will be responsible for determining, developing and supporting individualized employment sites for the Redwood SEED Scholars. The ED will also be responsible for working with each student in the program to develop and implement a person-centered plan for achieving career goals related to employment post-program completion. This role will also be responsible for identifying and securing internships that support student progress toward future employment goals and working with these sites to determine supports needed for success, by training site staff or working with peer mentors in the SEED program or supported employment agencies. This role will also meet regularly with students and with internship-relevant individuals to evaluate progress in meeting internship requirements. This role will contribute to courses and seminars to provide training and information for expanding inclusive work site options. The role will also use their experience working with regional centers and the Department of Vocational Rehabilitation or other funding agencies and families to ensure that any funding to which students are entitled is secured.

All health practitioners have mandatory reporting responsibilities when an adult (or a minor who meets special circumstances as described in UC Davis Health (UCDH) P&P 1408) presents at UC Davis Health as an outpatient or inpatient from any source, and if a person presents for treatment of injuries related to domestic violence; or if one has knowledge of or observes a child who one knows or reasonably suspects is the victim of child abuse; or if one has knowledge of, or reasonably suspects that an elder or a dependent adult is the victim of elder/dependent adult abuse. Non-health practitioners, who suspect that an individual is a victim of abuse as outlined above, are required to report their suspicions to a health practitioner. All employees have a mandatory responsibility for knowing and complying with the Code of Conduct standards and the Compliance Program.

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Other Duties and Special Projects

5%

Duties:

- Participate in administrative staff meetings and complete required training modules, annual reviews and health clearance (e.g., TB) by specified due dates.
- Complete special projects as requested by the Program Director and PI.

REQUIRED:

Bachelor's degree in related area and / or equivalent experience / training

Knowledge and experience working directly with students with intellectual disabilities.

Effective leadership skills, including supervision experience

Skill to manage multiple priorities in support of program delivery and operations.

Excellent organizational and prioritization skills to carry out assignments in an efficient and timely manner.

Excellent interpersonal and communication skills to communicate in a pleasant, tactful and effective manner (both orally and in writing), and to handle difficult, sensitive and/or confidential issues with diverse groups of individuals.

Demonstration of flexible thinking, problem-solving and ability to hold high expectations for those with intellectual disabilities

Demonstration of collaboration and experience working as a team member

Demonstrated willingness to work hard and find solutions or opportunities in time-sensitive situations

PREFERRED:

Minimum of a Bachelors degree with a specialization in Human Development, Education, Psychology, Sociology, Economics or Business Development or other relevant discipline or the equivalent education/training

Demonstrated experience in securing and coordinating internship, and employment opportunities for individuals with intellectual disabilities

Knowledge of UC Davis and UC Davis Health policies and procedure

Knowledge of the UC Davis campus and community

Each UC Davis Health employee is responsible for adhering to the following requirements pertaining to confidentiality. California law and University policy prohibit the unauthorized disclosure of any information regarding a patient's medical history, mental or physical condition, or treatment, without the express authorization of the patient or the patient's legal representative. The unauthorized or improper disclosure of confidential work related information obtained from any source on any work-related matter is a violation of University policy. A breach of confidentiality may result in corrective action up to and including termination from employment. Improper or unauthorized disclosure of confidential information includes, but is not limited to, patient medical information, financial information, and personnel data.

If this position has some responsibility for the assessment, treatment, or care of patients, check the age groups of those patients served.

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|--|--|
| <input type="checkbox"/> Infants (0 – 12 months) | <input type="checkbox"/> Adults (18 years and older) |
| <input type="checkbox"/> Children (12 months – 15-1/2 years) | <input type="checkbox"/> Geriatrics (65 years and older) |
| <input type="checkbox"/> Adolescents (9 years – 18 years) | |
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All supervisors and managers are responsible for actively supporting and implementing the UC Davis/UC Davis Health Affirmative Action Program by demonstrating efforts to diversify staff in all selection and promotional opportunities; communicating program objectives to staff; establishing and maintaining a bias-free work environment; and providing opportunities for staff to obtain further training and expertise which will enhance the likelihood of upward mobility.

Non-supervisory staff are also responsible for demonstrating their commitment to the Affirmative Action Program. A measure of this commitment is gaining knowledge and increasing sensitivity to the program itself and participating in activities which support the total diversity and affirmative action goals of UC Davis Health.

This position's responsibility to the Affirmative Action Program is:

As part of following the program outlined above, the employee will work cooperatively with colleagues from diverse backgrounds to establish a bias-free work environment for staff, patients, and their families.

Effective communication is essential in the UC Davis Health environment. Each employee shall develop and foster open lines of communication both within her/his department and throughout UC Davis Health as deemed appropriate and necessary.

This position's responsibility to promoting effective communication is:

The employee will maintain a courteous, respectful tone when communicating in person, via phone, or in writing with all colleagues, patients, and the general public. The ideal candidate will have strong interpersonal, communication, and decision-making skills, as well as the ability to work well independently and as part of a team.

Check below this position's responsibilities and obligations with regard to workplace health and safety.

- Must be familiar with and comply with specific and detailed safety procedures, such as biosafety and confined entry requirements, radiation safety and biosafety protocols, asbestos removal procedures, specifics of Material Safety Data Sheets, etc.
- Must be able to appropriately fit and wear personal protective equipment (PPE) such as TB masks, goggles, face shields, gowns, gloves and protective safety equipment such as safety glasses and safety shoes.
- Must participate in medical monitoring programs, including film badges, cholinesterase tests, bioassay tests, tuberculosis tests, serum tests, etc.
- Must participate in preventive medical programs, including immunizations, medical surveillance, and physical examinations.

All supervisors and managers are responsible for preventing accidents, providing required safety training, observing safety standards and general safety requirements, and ensuring their staff complies with relevant health and safety responsibilities and obligations.

Improving health and maintaining a healing environment is our top priority and as such, UC Davis Health is committed to a smoke and tobacco-free environment. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited in all outdoor areas surrounding health system facilities and buildings on UC Davis' Sacramento campus. For most other health system locations, smoking is prohibited indoors and in any outdoor area on UC Davis Health property, owned or leased. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) is also strictly prohibited inside any vehicle owned, leased or occupied by UC Davis Health or its employees (regardless of where the vehicle is situated), and in any vehicle parked at a location where smoking is completely prohibited. (UC Davis Health No Smoking and Tobacco-Free Policy ID: 1628)

All supervisors and managers are responsible for observing these standards and ensuring their staff complies at all times.

The Principles of Community affirm the inherent dignity in all of us, the right of freedom of expression, the responsibility to reject discrimination and the need to build a community of mutual respect and caring. The Principles of Community are stated below:

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"The University of California, Davis, is first and foremost an institution of learning and teaching, committed to serving the needs of society. Our campus community reflects and is a part of a society comprising all races, creeds and social circumstances. The successful conduct of the university's affairs requires that every member of the university community acknowledge and practice the following basic principles:

We affirm the inherent dignity in all of us, and we strive to maintain a climate of justice marked by respect for each other. We acknowledge that our society carries within it historical and deep-rooted misunderstandings and biases, and therefore we will endeavor to foster mutual understanding among the many parts of our whole.

We affirm the right of freedom of expression within our community and affirm our commitment to the highest standards of civility and decency towards all. We recognize the right of every individual to think and speak as dictated by personal belief, to express any idea, and to disagree with or counter another's point of view, limited only by university regulations governing time, place and manner. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity and respect.

We confront and reject all manifestations of discrimination, including those based on race, ethnicity, gender, age, disability, sexual orientation, religious or political beliefs, status within or outside the university, or any of the other differences among people which have been excuses for misunderstanding, dissension or hatred. We recognize and cherish the richness contributed to our lives by our diversity. We take pride in our various achievements, and we celebrate our differences.

We recognize that each of us has an obligation to the community of which we have chosen to be a part. We will strive to build a true community of spirit and purpose based on mutual respect and caring."

The National Standards for Culturally and Linguistically Appropriate Health Care Services (CLAS) affirms the responsibility of health care workers to provide understandable, effective and respectful care in a manner compatible with a patient's cultural health beliefs and practices and preferred language. UC Davis Health supports CLAS and the Principles of Community by recruiting, retaining and promoting a diverse employee population while proudly serving a diverse patient population.

The fourteen CLAS Standards can be reviewed at http://www.ucdmc.ucdavis.edu/hr/hrdepts/eod/clas_1_14.html.