

To be considered, your current application and this completed questionnaire must be on file or received in Nebraska State Personnel, 301 Centennial Mall South, P.O. Box 94905, Lincoln, NE, 68509-4905

**HEALTH AND HUMAN SERVICE SYSTEM**  
**BEATRICE STATE DEVELOPMENTAL CENTER**

#256-04031-1

**DEVELOPMENTAL TECHNICIAN (Direct Care Worker II)**  
**SUPPLEMENTAL QUESTIONNAIRE**

*Attached to the back of this packet is the job description for the Developmental Technician position. Please take the time to review the job description before continuing with this questionnaire.*

1. Have you ever worked at the Beatrice State Developmental Center before? \_\_\_Yes \_\_\_ No  
If yes, under what name? \_\_\_\_\_  
Dates of Employment? \_\_\_\_\_  
Job Title? \_\_\_\_\_ Unit/Area? \_\_\_\_\_  
Reason for leaving? \_\_\_\_\_

2. In order to become Medication Aide certified you must be at least 18 years of age to work as a Developmental Technician. Are you at least 18 years of age ? \_\_\_Yes \_\_\_No If no, when? \_\_\_\_\_

If applying for On-Call : To work at BSDC On-Call you must be at least 16 years of age.  
Are you at least 16 years of age? \_\_\_Yes \_\_\_No If no, when? \_\_\_\_\_

3. BSDC is a health care facility that provides services 7 days of week, 24 hours a day.

a) Please indicate your first (1), second (2) and third (3) shift work preference.

\_\_\_1<sup>st</sup> shift – 6:30 a.m. to 3:00 p.m.  
\_\_\_2<sup>nd</sup> shift – 2:30 p.m. to 11:00 p.m.  
\_\_\_3<sup>rd</sup> shift – 10:45 p.m. to 6:45 a.m.

b) Due to training that will occur the first year, you may be required to work a variety of hours/days. Does this create a problem? \_\_\_Yes \_\_\_No If yes, explain. \_\_\_\_\_  
\_\_\_\_\_

c) You may be required to work mandatory overtime and be held over to work the next shift. Does this create a problem? \_\_\_Yes \_\_\_No If yes, explain. \_\_\_\_\_  
\_\_\_\_\_

d) Days off are assigned by seniority. Weekend and holiday work will be required. Because your days off will probably fall during the week, are you prepared to work weekends and holidays? \_\_\_Yes \_\_\_No If no, explain. \_\_\_\_\_  
\_\_\_\_\_

(over)

4. In this position you will be required to administer personal care to individuals served, which includes: bathing males and females, administering personal hygiene to females during their menstrual cycle, or changing diapers. What are your thoughts about performing these duties? Describe any experience you have had performing the above duties. \_\_\_\_\_

5. Have you ever been convicted of a felony in any state in the United States? \_\_\_Yes \_\_\_No  
If yes, explain: \_\_\_\_\_  
(A yes to this question will prevent you from employment at this facility.) BSDC will conduct a National Criminal Background Check. Falsification of this answer will be cause for termination.

6. BSDC is a smoke free campus, and employees cannot smoke during working hours, even in their cars on campus. Does this create a problem? \_\_\_Yes \_\_\_No If yes, explain. \_\_\_

7. BSDC conducts a review on the Central Registry for child/adult abuse or neglect. Have you ever been convicted or investigated for child or adult abuse or neglect? \_\_\_Yes \_\_\_No  
If yes, explain. \_\_\_\_\_

8. You will be required to lift at least 50 pounds, frequently, during a shift. Are you able to do this? \_\_\_Yes \_\_\_No If no, explain. \_\_\_\_\_  
If assistance is required, please specify what type of assistance would be needed. \_\_\_\_\_

9. Have you ever been fired or discharged from a job? \_\_\_Yes \_\_\_No. If yes, explain. \_\_\_\_\_

10. Have you listed all your employments on the application? \_\_\_Yes \_\_\_No. If No, explain. \_\_\_\_\_

(if more space is needed to list all employment you may add extra sheets)

11. Please indicate with an X where you first learned of this position.

Newspaper\_\_\_ State Job Mart\_\_\_ Radio\_\_\_ Internet\_\_\_ State Employee\_\_\_  
Workforce Development Office\_\_\_ Job Fair\_\_\_ Friend\_\_\_ Other\_\_\_ If other, please explain. \_\_\_\_\_

What is the best/quickest method to contact you? \_\_\_\_\_

Phone Number \_\_\_\_\_ Message Phone \_\_\_\_\_

I understand that any false information on this form will be sufficient reason for rejection of my application or termination of employment. (Your completion of the State of Nebraska Application authorizes us to complete reference checks with all of current and past employers, and educational institutions.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

POSITION TITLE: **DEVELOPMENTAL TECHNICIAN II,**

DATE: 1/15/04  
CLASS CODE: I76212

DEPARTMENT/WORK AREA:

IMMEDIATE SUPERVISOR TITLE: UNIT MANAGER

**DESCRIPTION** (Including positions supervised and degree of supervision)

Work involves providing fundamental nursing care services, behavioral training and recreational activities related to the needs of the individuals served at the Beatrice State Developmental Center. Employees in the position have successfully completed in-service training and certification requirements of a Developmental Technician II position related to medication administration and behavior training functions. Formal supervision is provided through the Unit Manger with informal supervision of daily operations under the guidance of the Developmental Technician III.

**JOB FUNTIONS:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

**E = Essential Duty**

**N = Nonessential Duty**

**E 1. Performs fundamental nursing care related to client personal hygiene, grooming, meals and dressing.**

**Job Tasks:** Bathing, vital signs, oral care, nail care, toileting, working with adaptive equipment, checking and changing, laundry, dressing, feeding, range of motion activities, repositioning, getting person in and out of bed and wheelchair, grooming, feeding, toileting, providing privacy, and communicating prompt/cues.

**Method/Techniques:** Carrying out Physicians' orders, individual schedules, Basic Care Course, on-the-job-training and habilitation plans.

**Frequency:** As described by Physicians' orders, Individual Program Plan, and activity schedules.

**Physical Involvement:** Lifting, bending, reaching, standing, pulling, pushing, hand over head, kneeling, squatting, grasping, finger dexterity, sitting, twisting, hand/wrist movement, arm pumping motion, reading, hearing, writing and communication skills.

**E 2. Conduct behavior training following written plans designed by professional staff.**

**Job Tasks:** Physical Care e.g. grooming, feeding, self-help, toileting; record data; reinforce training; recreation activities; employment activities; physical training; communication and pre-vocational training; Behavior Management Programs and model targeted skills.

**Methods/Techniques:** Written plan for each individual, behavior modification classes, natural environment; individual choice; Fair Labor Standard Act, and on-the-job-training.

**Frequency:** Daily during waking hours, all shifts.

**Physical Involvement:** Lifting, bending, reaching, head rotation, sitting, standing, driving, grasping, holding, finger dexterity, twisting, squatting, pushing, pulling, reading, hearing, and writing.

**E 3. Administers medications and treatments, observing for adverse reactions and accurately charts relevant information in standard medical format(s).**

**Job Tasks:** Preparation of medication, administration of meds; clean med cart and med area; charting meds; treatments; observation for treatment reactions; daily charting.

**Method/Techniques:** Medication Aide (MA) classes; Care classes; carrying out Physician orders; on-the-job-training.

**Frequency:** Daily 1 to 4 times per day or prescribed as needed.

**Physical Involvement:** Standing, reaching, walking, twisting, grasping, finger dexterity; bending, kneeling, head/neck rotation; visual ability; pushing and pulling; reading; writing; hearing.

**E 4. Initiates and maintains an active environment through supervision/interaction to provide recreational and supplemental activities designed to maintain and expand individual skills.**

**Job Tasks:** Follows the schedules; free-interactive time with individuals; programming, e.g. Behavior Management Programs, rehabilitative programs, recreational activities, off campus trips, client employment; meeting individuals religious preferences; individuals purchases; and money management skills.

**Method/Techniques:** BSDC Policy and Procedures; active treatment guidelines; CSM-nursing requirements; Title XIX Federal Regulations, Guardian/persons served/parental request, and Individual Program Plan requirements/recommendations.

**Frequency:** Daily during waking hours.

**Physical Involvement:** Lifting, bending, reaching, standing, pulling, pushing, hand over head, kneeling, squatting, grasping, finger dexterity, sitting, twisting, hand/wrist movement, arm pumping motion, reading, hearing, and writing.

**E 5. Participates in discussions with Interdisciplinary Team members related to adjustments of medical and behavioral treatment approaches.**

**Job Tasks:** Participates in meetings; e.g. Psychiatric meetings, annuals, staff, quarterly, inservice and committee participation.

**Methods/Techniques:** Comprehensive knowledge of individuals, communication skills.

**Frequency:** Monthly – Weekly 0 – 7 hours.

**Physical Involvement:** Hearing, reading, writing, and sitting.

**E 6. Establishes and maintains a safe, clean working environment, e.g., cleans spills, makes beds.**

**Job Tasks:** Wash wheelchairs; vacuum floors/sweeping; care of individuals' clothing and storage; proper storage of equipment used; making beds; laundry; cleaning furniture; cleaning dishes, wiping spills (blood, urine); cleaning of whirlpools, tubs, and showers.

**Method/Techniques:** Universal Precautions, Basic Care Course; Unit Policies and Procedures.

**Frequency:** Daily as needed.

**Physical Involvement:** Bending, stooping, grasping, pushing, kneeling, lifting, reaching, walking, carrying, crawling, head/neck rotation, bending, and reading.

**Full Performance Knowledge, Skills, and Abilities Required:** (These may be acquired on the job and needed to perform the work assigned.)

1. Completion of all facility provided training courses and certifications related to:
  - a. Demonstration of nursing procedures and related to medication administration and treatments.
  - b. Demonstration of facility policies and procedures, such as but not limited to; abuse, neglect, protection from harm, and active treatment.
  - c. Knowledge of organizational procedures through which individual services are identified, prioritized and met.
  - d. Knowledge of mental retardation etiology.
  - e. Demonstration of individual care and hygiene procedures.

- f. Demonstration of Cardiopulmonary Resuscitation (CPR).
  - g. Demonstration of behavioral modification techniques.
  - h. Demonstration of procedures for the control of aggressive clients. e.g. Mandt.
2. Ability to establish and maintain effective working relationships with staff and persons served.
  3. Ability to demonstrate proper lifting techniques to lift safely, including a 2 person lift within a weight range of 50 to 200 lbs. to heights of 36 inches from knee to waist, multiple times in a shift.
  4. Ability to provide quality daily care to individuals.
  5. Ability to effectively communicate the work routine to individuals unfamiliar with the assigned work area.
  6. Ability to provide information and problem solve regarding individuals' needs and treatment/training to team members.
  7. Ability to follow and effectively implement written treatment/training plans providing supporting written record keeping.
  8. Ability to recognize symptoms of illness and adverse reactions to treatments and accurately communicate this to appropriate personnel.
  9. Skill in passing medications, providing medical treatments, and completing written records accurately and timely.
  10. Skill in utilization of teaching training techniques in ongoing activities.
  11. Skill in clearly communicating in writing and verbally.
  12. Ability to organize and direct individual activities without immediate supervision.
  13. Ability to care for and maintain personal property of others.
  14. Knowledge of forms and resources required for individual and facility purchases, trip requests, reporting injury, abuse and neglect, physical restraint and others as needed in assigned work area.

**Entry Knowledge, Skills and Abilities Required:** (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

1. Completion of all facility provided training courses and certifications related to:
  - a. Demonstration of nursing policies related to medication administration and treatments.
  - b. Knowledge of facility policies and procedures, such as but not limited to; abuse, neglect, protection from harm, and active treatment.
  - c. Knowledge of mental retardation.
  - d. Knowledge of organizational procedures through which services are identified, prioritized are met.
  - e. Demonstration of individual care and hygiene procedures.
  - f. Demonstration of Cardiopulmonary Resuscitation (CPR).
  - g. Demonstration of procedures for the control of aggressive individuals, e.g. Mandt.
  - h. Demonstration of interpersonal communication and interaction techniques.
2. Certification by the Department of Health as a Medication Aide (MA) and current endorsement by the Beatrice State Developmental Center to pass medications within 12 months of employment.
3. Ability to establish and maintain effective working relationships with staff and persons served.
4. Ability to demonstrate proper lifting techniques or an eagerness to learn to lift safely, including a 2 person lift within a weight range of 50 to 200 lbs. to heights of 36 inches from knees to waist, multiple times in a shift.
5. Ability to provide quality daily care to individuals served.
6. Ability to effectively run assigned individual training programs.

7. Ability to accurately record observations in writing on standard facility forms.
8. Adequate vision and hearing to perform the functions of this position.
9. Ability to ambulate effectively.
10. Skill to write legibly.
11. Math skills related to addition, subtraction, and multiplication to two digits.
12. Ability to read and comprehend material presented in training and on the job.
13. The facility must prohibit the employment of individuals with a conviction or prior employment history of child or client abuse, neglect or mistreatment, and/or has not been convicted of a crime involving moral turpitude. (1988 Health Care Financing Administration, 483.420 d. 1. iii.) (1986, Revised Statutes of Nebraska, Article 60; 71-6039)

**Job Preparation Guidelines** (Entry knowledge, skills and abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, skills, and abilities.

Individuals in this position must have successfully completed all training requirements established by the department head and/or the Staff Development department.

Special Notes: Individuals in this classification are expected to obtain Medication Aide (MA) certification within 12 months from their hire date. Individuals who fail to become MA certified within 12 months, or does not maintain his/her MA certification, may seek alternative employment in a non-person served care position, within two weeks of failing to obtain/maintain MA certification. Individuals not finding alternative employment in a non-person served care position, his/her employment will be terminated.