

POSITION DESCRIPTION (Please Read Instructions on the Back)

PERSONNEL COPY 1. Agency Position No. ~~5648~~ **5648-A**

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location Bath VAMC	5. Duty Station 528F	6. OPM Certification
		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisor <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	
				9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No	
				13. Competitive Level Code	
				14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational	Gra	Initial	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or						
c. Second Level Review						
d. First Level Review	Domiciliary Assistant	GS	0303	05	<i>py</i>	6/19/06
e. Recommended by Supervisor or Initiating Office	Domiciliary Assistant	GS	0303	05		

16. Organization Title of Position (If different from the official title)
Informatics Manager

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
Dept of Veterans Affairs

a. First Subdivision
VHA/VISN 2

b. Second Subdivision
VAMC Bath VAMC

c. Third Subdivision
Behavioral Health Careline

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review — This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Type Name and Title of Immediate Supervisor
BONNIE LERMAN, SUPERVISOR PROGRAM SPECIALIST

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
FREIDA WHEELER, RN, BVAHCL CO-MANAGER

Signature <i>Bonnie Lerman</i>	Date 6/7/06	Signature <i>Freida Wheeler</i>	Date 6/7/06
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21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
Misc Clerk and Asst Series GS-0303 Jan 1979; TS-34 Nov 1979 TS-37; GLG for Clerical and Assistance Work Jun 1989, TS-98

Typed Name and Title of Official Taking Action
Rebecca Goodrich, HR Specialist

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature
Rebecca Goodrich

Date
6/19/06

Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
Indirect Care Provider

25. Description of Major Duties and Responsibilities (See Attached)

POSITION DESCRIPTION

Position: Domiciliary Assistant, GS-0303-05
Position Number: 5C345A
Organizational Code: 528N
Organizational Location: VAMC Bath, Behavioral Health Careline

INTRODUCTION:

The Domiciliary Assistants work the 3:30 to midnight or midnight to 8am tour. They are responsible for up to 220 patients throughout their tour of duty. Majority of the patients served are being treated for substance abuse. Primary Purpose: The Domiciliary Assistant who works the off tours is responsible for addressing patient issues which might occur throughout the shift. They must have clinical knowledge in order to make decisions about appropriate interventions for potential patient problems.

Performs clerical/assistant work in support of the care and treatment provided to patients in a ward, clinic, or other such unit of a medical facility, such as receiving patients, maintaining patient files, and operating the domiciliary living units.

Performs clerical duties related to patient care and treatment such as coordinating or recording patient activities.

PRIMARY DUTIES: Supports the Operation of the Domiciliary Living Units 100%

Supports the operation of the domiciliary living units by providing direct patient care and administrative support to domiciliary patients. Assures patient compliance with health, safety, and sanitation directives as they pertain to living quarters, treatment areas, dayrooms, etc. Possess knowledge of safety/security/emergency management. Identifies safety hazards and takes steps to correct immediately. Modifies and directs patient behavior and assists in therapeutic rehabilitation programs as a member of a treatment team. Prepares forms for patient activities such as pass requests, clearance slips, Interdisciplinary Treatment Team meetings or discharge paperwork. Monitors patients and documents patient data and information about his/her apparent health, behavior, functioning, and self-report information in the patient's consolidated medical record. Monitors and directs patients on matters relating to violations of rules, regulations, policies, and procedures established by the agency and the facility. Refers all medical or psychiatric problems and emergencies or incidents of physical altercations and alcohol/drug intoxications to the Charge Nurse. Adheres to rules of confidentiality and protects patient privacy as outlined by HIPAA Regulations and Standards. Conducts twice nightly bed checks utilizing bed check sheets and follows up on patients' reported absent bed check. Documents in the Domiciliary communication log and progress notes matters relating to patient care. Conducts building and domiciliary area searches for missing patients when required. Breathalyzes patients returning from authorized or unauthorized absence, and patients suspected of being intoxicated. Documents results and information in patient's medical record. Conducts walk-through rounds of patient living areas to resolve patient issues regarding safety, health, and hygiene. Conducts searches of patient locker, belongings, and furnishings when there is a reason to believe a patient has concealed a potentially harmful material or item including weapons, alcohol, and/or illicit drugs. Secures patient's locker if patient is admitted to the hospital. Secures valuables/cash in domiciliary office.

Factor 1-3 Knowledge Required by the Position

350 Points

Knowledge of a body of standardized rules, procedures or operations requiring considerable training and experience to perform the full range of standard clerical assignments and resolve recurring problems.

Factor 2-2 Supervisory Controls

125 Points

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Factor 3-2 Guidelines

125 Points

Procedures for doing the work have been established, and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines in specific cases. The employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

Factor 4-3 Complexity

150 Points

The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

Factor 5-2 Scope and Effect

75 Points

The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

Factor 6-2 Personal Contacts

25 Points

The personal contacts are with employees in the same agency but outside the immediate organization and with patients and/or their families. People contacted within the agency generally are engaged in different functions, missions, and kinds of work, e.g., representatives from various levels within the agency such as headquarters, regional, district, or field offices, or other operating offices in the immediate installation.

POSITION REPORT		NATURE OF PROPOSED ACTION Redescription	POSITION NUMBER 5C345-A		
EXISTING					
CLASSIFICATION TITLE Domiciliary Assistant		SCHED. GS	SERIES 0303	GRADE 05	
ORGANIZATIONAL TITLE Domiciliary Assistant			NO. POSITIONS		
NAME OF EMPLOYEE		SECOND ORGANIZATIONAL SUBDIVISION VHA/VISN2			
STATION AND LOCATION BATH, NEW YORK		THIRD ORGANIZATIONAL SUBDIVISION VA Medical Center			
FIRST ORGANIZATIONAL SUBDIVISION Dept of Veteran Affairs		FOURTH ORGANIZATIONAL SUBDIVISION Behavioral Health Careline			
PROPOSED					
PROPOSED CLASSIFICATION TITLE Domiciliary Assistant		SCHEDULE GS	SERIES 0303	GRADE 05	
PROPOSED ORGANIZATIONAL TITLE Domiciliary Assistant			NO. POSITIONS		
EVALUATION SUMMARY					
CLASSIFICATION TITLE Domiciliary Assistant		SCHEDULE GS	SERIES 0303	GRADE 05	
ANALYSIS AND EVALUATION <i>(Use additional blank sheets if more space is required.)</i>					
<p>Reference: Miscellaneous Clerk and Assistant Series, GS-0303 Jan 1979, TS-34, Nov 1979, TS-37; GLG for Clerical and Assistance Work, Jun 1989, TS-98.</p> <p>Series and Title Determination: The duties and responsibilities depicted in this position description are of a general administrative and office support type and belong in the GS-300 group. A review of the GS-300 series does not reveal alignment with an established specific and appropriated series. Thus, the use of GS-0303 Miscellaneous Clerk and Assistant Series is considered appropriate for this work. Since there are no title criteria for position in this series, the approved VA title Program Domiciliary Assistant, is assigned.</p> <p>Grade Level and Determination: The general duties of this position are evaluated by reference to the Grade Level Guide for Clerical and Assistant Work. Two factors, Nature of assignment and Level of Responsibility are considered in grading positions with this standard. These factors are evaluated separately as follows:</p> <p>Nature of Assignment: At the GS-05 level, assistance work at this level consists of performing a full range of standard and non-standard assignments and resolving a variety of non-recurring problems. The work involves providing direct assistance to patients in the Domiciliary Residential Rehabilitation Treatment program. Work includes a variety of assignments involving different and unrelated steps, processes or methods. The employee must identify and understand the issues involved in each assignment and determine what steps and procedures are necessary and the order of their performance. Completion of each transaction typically involves selecting a course of action from a number of possibilities. The work requires extensive knowledge of the VHA and BH rules, procedures, operations or business practices to perform the more complex, interrelated or one-of-a kind administrative processing procedures. Position does not meet the GS-06 level, as knowledge is usually attained through extensive, increasingly difficult and practical experience and training in the position in BH.</p> <p>Level of Responsibility: At the GS-05 level, the supervisor assigns work by defining objective, priorities and deadlines and provides guidance on assignment which do not have clear precedents. The employee works in accordance with accepted practices. Completed work is evaluated for technical soundness, appropriateness and effectiveness in meeting goals. Extensive guides in the form of instructions, manuals, regulations and precedents apply to the work. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines for application and adapting them according to circumstances of the specific case. A number of procedural problems may arise which also require interpretation and adaptation of established guides. Employee must determine which of several alternative guidelines to use. If guidelines cannot be applied, employee refers to supervisor for assistance. The employee contacts others within BH, for the purpose of receiving or providing information relating to work or for the purpose of resolving operating problems in connection with recurring responsibilities. The position does not meet the GS-06 level, as position does not involve resolving problems or situations where there is not one absolutely correction solution, and employee must select the most appropriate one. Employee at GS-05 refers problems or situations to supervisor, if guidelines are unclear.</p> <p>Summary: Based on the above factors, the position is appropriately classified as Domiciliary Assistant GS-0303-05.</p> <p>FLSA: Non Exempt Not subject to duplication.</p>					
CONCUR Char Taft	DATE 6-29-06	EVALUATED BY <i>Michelle Jordan</i>		DATE 6/19/06	
TITLE AND/OR ORGANIZATIONAL LOCATION Service Line/HR Manager		TITLE HR Specialist (Classification)			

POSITION RISK AND SENSITIVITY LEVEL DESIGNATION

STATION NUMBER/ORGANIZATION

528N/ VA Medical Center, Bath, New York 14810

SUBJECT NAME (Optional)

POSITION TITLE/GRADE

POSITION DESCRIPTION NUMBER (PD #)

Domiciliary Assistant GS-0303-05

5C345-A

NOTE: Each position within VA requires a designation of its risk or sensitivity level as described in VA Directive and VA Handbook 0710. Guidance for making such position risk and sensitivity designations is contained in VA Handbook 0710, Appendix A with Tables, and in 5 CFR sections 732.102

STEP 1 - PROGRAM RISK LEVEL DESIGNATION (See VA Handbook 0710, Appendix A, Paragraph 2, and Table 1)

A. IMPACT ON EFFICIENCY OF SERVICE

- MAJOR
- SUBSTANTIAL
- MODERATE
- LIMITED

B. SCOPE OF OPERATIONS:

- WORLDWIDE
- GOVERNMENTWIDE
- MULTI-AGENCY
- AGENCY

C. PROGRAM RISK LEVEL

- MAJOR
- SUBSTANTIAL
- MODERATE
- LIMITED

STEP 2 - POSITION RISK POINTS

See VA Handbook 0710, Appendix A, Paragraph 3; and Table 2

STEP 3 - POSITION SENSITIVITY LEVEL

National Security Classified Information

LINE NO.	RISK FACTOR	RISK POINTS
1.	Degree of Public Trust	1
2.	Fiduciary Responsibility	1
3.	Importance to Program	1
4.	Program Authority	1
5.	Supervision Received	1
6.	Total Risk Points (Sum of Lines 1-5) ▶	5

NOTE: All positions must be evaluated for National Security considerations. Sensitivity levels do not replace risk levels, but are an addition to risk levels if applicable. See VA Directive 0710, paragraph 4, VA Handbook 0710, paragraph 2b; VA Handbook 0710, paragraph 4, VA Handbook 0710, Appendix A, paragraph 9 and 11; and 5 CFR Section 732.102.

SENSITIVITY LEVEL

- SPECIAL SENSITIVE
- NON-CRITICAL SENSITIVE
- CRITICAL SENSITIVE
- NONSENSITIVE

STEP 4 - RECOMMENDED ADJUSTMENT TO RISK LEVEL BY INFORMATION SECURITY OFFICER

NOTE: All positions are reviewed by Information Security Officer for access to VA information systems.

- CONCUR WITH RISK LEVEL (See STEP 2)
- INCREASE RISK LEVEL TO: MODERATE RISK HIGH RISK

RISK LEVEL AS DETERMINED BY TOTAL RISK POINTS

- HIGH RISK
- MODERATE RISK
- LOW RISK/NONSENSITIVE

JUSTIFICATION

SIGNATURE OF INFORMATION SECURITY OFFICER

DATE (MM/DD/YYYY)

STEP 5 - ADJUSTMENTS TO POSITION RISK LEVEL

NOTE: Some positions, by the very nature of the duties and responsibilities, will require adjustments to risk level designations. See VA Handbook 0710, Appendix A, paragraph 5, Adjustments. Additionally, some positions may temporarily require access to sensitive national security classified information. Such access will factor into the adjustment of the position sensitivity designation. See VA Handbook 0710, Appendix A, paragraph 11.

Risk Level:

- NO ADJUSTMENT
- INCREASE RISK LEVEL TO:
 - MODERATE RISK
 - HIGH RISK

Sensitivity Level:

- NO ADJUSTMENT
- INCREASE SENSITIVITY LEVEL TO:
 - NONCRITICAL SENSITIVE
 - CRITICAL SENSITIVE
 - SPECIAL SENSITIVE

STEP 6 - FINAL POSITION RISK/SENSITIVITY LEVEL DESIGNATION

FINAL POSITION RISK LEVEL

- HIGH RISK
- MODERATE RISK
- LOW RISK

FINAL SENSITIVITY LEVEL DESIGNATION

- SPECIAL SENSITIVE
- CRITICAL SENSITIVE
- NON-CRITICAL SENSITIVE
- NONSENSITIVE

SIGNATURE AND TITLE OF FINAL RISK/SENSITIVITY LEVEL DESIGNATOR

DATE (MM/DD/YYYY)

Char Taft, SL/HR Mgr