

DESCRIPTION: Under general supervision, serves as a lead worker and provides care for the recovery and rehabilitation of patients with mental illness or other disability in a 24-hour secure state facility/ward; works intensively with assigned groups of patients; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the third and final classification level in the Psychiatric Technician class series. Positions in this class perform duties of the Psychiatric Technician I and II classes at an expert level while guiding the work of at least three or more full-time equivalent positions in lower levels of the series. Lead worker duties may include: assigning tasks, monitoring progress and workflow, checking work products, scheduling work and establishing work standards. Other levels within this series do not have lead worker responsibilities. Incumbents in the Mental Health Security class series perform custody and monitoring activities for patients who require additional security enforcements.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Schedules, distributes/balances and guides the work assignments of co-workers, according to established work flow/assignment requirements, to assist supervisory staff with timely completion of the assigned work load.

Monitors and reports on co-worker work performance to determine overall conformity to established timetables and quality standards, and to document and communicate employee production levels and training needs.

Trains co-workers, as directed, in specific task, job practices and procedures of the secure facility/ward to improve and maintain the performance levels of these employees.

Participates in continual in-service training programs.

Serves as an assistant to a professional nurse or may be assigned to a special project.

Participates in interdisciplinary staff meetings to assist in evaluating patient needs and progress and provides input into patient treatment plans.

Participates with program staff in planning patient activities and/or special therapeutic programs.

Participates in individual counseling and group therapy sessions under the supervision of professional staff.

Works with nursing personnel in planning, implementing and evaluating patient care plans.

Makes rounds, reviews charts and reports and maintains comfortable and safe environment for patients.

Observes, evaluates, reviews, documents and reports on patient behavior and problems to a supervisor and/or nursing/medical staff.

Presents and teaches to patients alternatives to inappropriate behaviors.

Responds to emergency or crisis situations and may intervene in verbal disputes and/or provide physical intervention that includes restraining individuals.

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Performs routine nursing care and personal care of patients including feeding, bathing, dressing, toileting and other personal hygiene activities.

Maintains safety and sanitary environments by performing laundry and housekeeping duties.

Escorts and transports patients safely to designated areas and activities inside or outside the facility.

Lifts and repositions individuals.

May participate in follow-up of discharged patients.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: leadership techniques, coordination of people and resources; techniques of providing rehabilitative care to patients with mental illness or other disability; human behavior and performance; principles and methods for instructing individuals and groups; facility/ward policies, procedures and instructions.

Skill in: listening and understanding; communicating effectively to relay information to agency management, staff, the general public and patients; teaching others how to do something.

Ability to: lead, mentor, assign and review work assignments; organize and manage work flow of facility/ward staff; interpret and follow all facility/ward instructions; work therapeutically with patients; assume monitoring responsibilities of a patient unit; carry out nursing procedures as prescribed; make decisions and act quickly in situations involving patient care or safety; prepare reports; observe and document patient behavior; lift, push, pull or bend to assist clients in meeting their needs and maintaining safety within a facility/ward.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Successful completion of two years at the Psychiatric Technician II level or equivalent successful experience in an institutional setting;

OR

Successful completion of a related training program at a technical school plus two years experience;

OR

Associate's or higher degree in psychology, human services or behavioral sciences.

SPECIAL NOTES:

Positions in this class may require an employee to possess a valid driver's license and provide a passenger vehicle with adequate liability insurance, or the ability to provide independent authorized transportation in order to perform work-related travel.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).