

DESCRIPTION: Under limited supervision, oversees operations of a mental health security unit through supervision of Mental Health Security Specialist staff and under the guidance of professional nursing and medical staff; ensures assigned unit is in compliance with applicable State and federal regulations; performs specialized sub-professional care for 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 class is distinguished from the Mental Health Security Specialist class series which does not have supervisory responsibilities. Positions allocated to the Mental Health Security Unit Supervisor class have supervisory responsibility for three or more staff classified to the Mental Health Security Specialist class series.

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.)

Plans, schedules, assigns and evaluates the work activities of Mental Health Security Specialist staff in an assigned mental health unit including recommending personnel actions related to selection, discipline, performance, leaves of absences and work schedules and assignments.

Trains staff in security policies and procedures of the mental health unit to ensure safety of staff and patients and improve and maintain job performance levels of employees.

Directs day-to-day mental health security unit activities to meet individual patient needs as identified by individual treatments plans and the Interdisciplinary Treatment Team.

Directs and monitors staff in assisting patients in areas of personal activities of daily living; leads group activities and assures patients adhere to work schedules.

Processes patient admissions and discharges.

Works directly with professional staff in the development and implementation of patient therapy programs and unit policy.

Monitors the safety and security of individuals within an assigned unit.

Interacts with patients to assist with individual and program goals; provides assistance with basic care activities as needed; may administer medication or first aid treatment.

Escorts and transports individuals to appointments and activities inside or outside the facility.

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

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

Knowledge of: the principles and techniques of supervision; security measures required in the care of criminal and dangerously insane patients; techniques of caring for physically and/or mentally ill patients; human behavior and performance; principles and methods for instructing individuals and groups.

Skill in: listening and understanding; communicating effectively as appropriate for the intended audience; teaching others how to do something.

Ability to: manage human resources; plan, assign, direct and evaluate work of staff; learn, interpret and apply applicable State and federal regulations; work harmoniously with professional and non-professional personnel in giving total patient care; prepare pertinent and accurate reports of patient care and other unit activities; carry out established security measures for protection of patients, employees and the community; make decisions and act quickly in situations involving patient care or safety; lift, push, pull or bend to assist patients in meeting their needs and maintaining safety within the facility/unit.

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

Coursework/training in human services, social/behavioral sciences, mental health care or related field OR experience providing direct care services to patients with mental illness or other disability. Experience leading, coordinating, directing, monitoring and/or supervising others. Must be at least 19 years of age to work with adult client populations; at least 21 years of age to work with adolescent client populations.

SPECIAL NOTES:

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).

Positions in this class work with potentially dangerous , mentally disturbed patients.

Positions are subject to call back during emergency conditions (e.g. severe weather, evacuation, post-disaster, etc.) or for shortages of personnel.

Must successfully complete a prescribed physical examination.

May be required to acquire and maintain a Medication Aide certification for settings other than assisted living, nursing home or ICF-MR facilities.

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.