



MENTAL HEALTH SECURITY TECHNICIAN

6708

GENERAL DESCRIPTION OF CLASS

The MENTAL HEALTH SECURITY TECHNICIAN provides security and other support services in an institution. The Mental Health Security Technician helps enforce fire, safety and security regulations, assists with patient related activities, and provides training in security and safety

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may be assigned all or some combination of the duties listed below as well as other related duties.

1. Administrative Duties

Admit patients. Consider how various kinds of commitments affect patients, families and the institution. Notify doctors of patients' arrival. Process discharges and unauthorized leaves according to procedures and notify appropriate staff. Assure that all required forms are completed and proper procedures are followed. Key information into computer.

Record and store patient personal property. Release personal property to patients or designees upon discharge.

Explain institution policies on commitments or patient status, rights and property to families, other agencies and the public. Process and deliver mail. Arrange for patient activities and transportation between the hospital and outside facilities. Authorize use of state vehicles to transport patients.

2. Security Monitoring/Control

Monitor and control all traffic entering and leaving secured areas of the buildings. Respond to alarms or monitor and control situations requiring security. Use various monitoring, communication and alarm equipment. Control electric and key card operated doors for authorized personnel. Program and issue access key cards to employees. Keep records of key cards issued and returned. Update and maintain employee photo files. Log all visitors and provide passes.

3. Transportation

Transport patients within the facility or to and from the institution, law enforcement facilities, nursing homes, resident homes and other areas. See that patient has all legal forms, history and personal property. Observe and respond to behavior by talking to or restraining patients. Provide proper care (e.g., meals, blankets) during travel.

4. Treatment

Help provide treatment by spending time with individual patients or groups. Observe and record behavior. Oversee activities such as recreation or operating and maintaining the ward canteen. Work with other staff to help patients learn daily living skills.

5. Behavior Management

Ensure that patients follow rules. Observe patients for potentially violent or socially destructive behavior. Intervene as needed, following hospital policies and procedures.

6. Emergency Response Coordinator

Direct emergency phone calls. Respond to calls from all areas of the facility, including fire alarms, medical emergencies, patient behaviors, escapes or death. Call for ambulance, *or* paramedic services *or* fire or police assistance. Help staff control combative patients, following hospital restraint and seclusion procedures. Keep staff informed of emergency status. Keep complete and accurate records of emergency activities.

7. Miscellaneous

Make security checks on assigned shift. Assess physical security. Research and prepare investigative reports. Train new employees. May Monitor and report vehicle needs, contact repair shops and take vehicles for repair.

RELATIONSHIPS WITH OTHERS

The Mental Health Security Technician has contact with physically, mentally and emotionally impaired or criminally court committed patients in carrying out daily duties. The Mental Health Security Technician has daily in-person and telephone contact with police, attorneys, patient's relatives, the public and other state or outside agencies. Contacts are to exchange information about admissions, discharges, transportation and to ensure safety and security of client and staff. Some employees have contact with a variety of people having business with the institution since the work area is usually the first point of contact for the public. There is regular contact with fire departments, ambulance services and local police departments to coordinate emergencies.

SUPERVISION RECEIVED

The Mental Health Security Technician receives supervision from a shift supervisor or other management security personnel who assigns work, verbally or in writing, and reviews work through logs and reports, observation of work in progress and feedback from other agency staff. The Mental Health Security Technician uses Oregon Revised Statutes and Mental Health Division and Institutional Administrative Rules as guidelines.

GENERAL INFORMATION

The Mental Health Security Technician works in a state institution with potentially violent patients. When transporting patients, the Mental Health Security Technician may be required to travel in or out of state, including overnight travel. The Mental Health Security Technician may be required to work overtime, on-call or rotating schedules, and to work in a confined area.

Depending on the organizational structure of the agency, the Mental Health Security Technician may work in a communications center, a transportation center or any other unit that provides centralized support services to the institution.

KNOWLEDGE AND SKILLS (KS)**Knowledge:**

Basic knowledge of the techniques and practices used in treating emotionally, mentally and behaviorally impaired or antisocial, maladaptive persons.
Basic knowledge of spoken and written English sufficient to perform assigned tasks.

Skills:

Skill observing, responding to and documenting patient behavior.
Skill communicating orally to exchange information to the public and all levels of staff.
Skill preparing records, documentation, reports, etc.
Skill making decisions about a course of action.
Skill dealing with emergency calls and taking appropriate action.
Skill understanding and applying written and oral instructions and directions.

Special Qualifications:

Employees in this class must obtain a Commercial Drivers License.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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STATE OF OREGON
 Dept. of Administrative Services
 Human Resource Services Division