

GENERAL DESCRIPTION OF CLASS

The MENTAL HEALTH THERAPY TECHNICIAN provides basic physical care to patients who are mentally, behaviorally and/or physically impaired. Employees in this class provide basic physical care to, and ensure security of, patients; provide a clean and safe environment for patients and staff, provide escort services for patients to and from off ward activities, and contribute to the general therapeutic atmosphere necessary for effective treatment by performing limited activities.

DISTINGUISHING FEATURES

This is the first level of a three-level series. This level is distinguished from the higher levels by the absence of assistance to professional staff in designing, developing and presenting classes and assisting in individual counseling and group therapy. The major responsibilities of this class are oriented toward basic physical care, case monitoring, custodial and security activities.

DUTIES AND RESPONSIBILITIES

Depending on program area and/or shift assignment, employees in this class may perform any combination of the duties or tasks listed below.

All nursing care functions are performed under supervision by a Registered Nurse. Employees in this class perform clinical functions as allowed by hospital credentialing and clinical privileging or as permitted under appropriate clinical supervision.

1. **Basic Patient Care.** Typical tasks: monitors and/or assists patients in daily living activities such as bathing, feeding, grooming and dressing; assists with lifting, moving, turning and walking patients; assists with medical care such as collecting specimens (urine, and sputum), measuring blood pressure, pulse and respiration; after obtaining necessary certification, some employees may assist the Registered Nurse with administering oral medications; assists with admitting and discharging patients to and from the wards (this includes taking vital signs, completing necessary paper work or orienting patients to ward).
2. **Case Monitoring/Treatment.** Typical tasks: serves as resource person for a small group of assigned patients by attending to their basic physical, emotional and social needs such as assuring that patients have such personal items as soap, toothbrushes and shampoo and are bathed, groomed, properly clothed and fed, and by observing birthdays and holidays; observes and records behavior; documents patients' responses to treatment, and shares information with treatment team; provides input for changes in treatment programs; spends time daily/weekly interacting with patients individually or as a group; participates in patient activities such as hiking and skating outings, family night, picnics, pet projects, games and other activities.
3. **Safety/Security Measures.** Typical tasks: observes and maintains security procedures; assists in random searches of patient areas and facilities for contraband and weapons; under direction and supervision of a physician or Registered Nurse, uses restraining and seclusion procedures on out-of-control patients, as necessary; enforces safety procedures against rule violations such as

smoking in rooms and the presence of potentially harmful objects; protects patients from other patients who present a threat to their safety; makes regularly scheduled ward checks to account for whereabouts of patients; monitors patients on suicide precaution observation; may execute fire and emergency procedures pertaining to evacuations, life-threatening or medical emergencies, as required; escorts patients during various off-ward activities such as doctors' appointments, court hearings and community outings, transports clients within the facility.

- 4.**Behavioral Management.** Typical tasks: Monitors a potentially violent group of patients by ensuring that patients follow rules; observes patient potential for violence and socially destructive behavior and intervenes following hospital policies and procedures; spends time interacting with individual patients to develop rapport with patient in order to facilitate treatment process.
- 5.**Recordkeeping.** Typical tasks: assists in maintaining record of patient care and treatment; may be responsible for entering, retrieving, updating and deleting information from computer system.
- 6.**Physical Environment.** Typical tasks: ensures appropriate ongoing cleanliness to meet infection control standards; these tasks could include several of the following: sweeping, vacuuming, dusting, mopping, cleaning surfaces, emptying trash cans, washing and folding patient clothing, changing and making beds; supervises and directs patients in performing housekeeping tasks; assists with setting up and serving meals.

RELATIONSHIPS WITH OTHERS

Employees in this class are in constant contact with psychiatric patients to assist in their care and treatment. They interact with families of patients during family visits. Employees also have daily contact with other agency personnel involved with the care and treatment of patients.

SUPERVISION RECEIVED

The Mental Health Therapy Technician works under close supervision of a unit supervisor or other designated staff. All nursing functions/tasks must be supervised by a Registered Nurse, who gives work assignments and observes and reviews daily work to ensure that standards for quality patient care are being met. The following guidelines establish the standards under which these positions function: Oregon Administrative Rules, Oregon Revised Statutes pertaining to institutional health care, Joint Commission on Accreditation of Hospital standards, Nurse Practice Act, Code of Federal Regulations, agency policies and procedures and program manuals.

GENERAL INFORMATION

Positions in this class are primarily found within mental health facilities and institutions. They require the willingness to work in the environment associated with the position's location and purpose. In addition, they require the willingness to maintain a sympathetic and understanding attitude towards the mentally ill. Some positions require the willingness to work overtime, on-call and/or rotating schedules.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

Basic knowledge of spoken and written English sufficient to perform assigned tasks.

Ability to learn and work within specific agency policies and procedures affecting assigned work.

Ability to learn techniques and practices used in working with mentally, emotionally or behaviorally impaired persons.

Ability to understand and apply written and oral instructions and directions.

Ability to communicate effectively orally to gather and exchange information.

Ability to prepare clear, concise written records and documentation.

Ability to learn and carry out prescribed nursing care, custodial and housekeeping duties and security measures.

Ability to guide and direct patients individually and in groups.

Some positions in this class will require the following ability:

Ability to learn to use a computer to enter, retrieve, update and delete information.

SPECIAL QUALIFICATIONS

The ability to obtain certification as a Certified Nursing Assistant (CNA).

Some positions require the ability to obtain a valid motor vehicle operator's license.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 4/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.