

GENERAL DESCRIPTION OF CLASS

The MENTAL HEALTH THERAPIST SUPERVISOR plans, assigns, directs and reviews the nonnursing assignments of Mental Health Therapy Technicians, Therapists and/or coordinators on three shifts engaged in the care and treatment of mentally, emotionally and/or behaviorally impaired patients. Under the direction of professional staff, employees in this class coordinate and monitor treatment activities performed by subordinate staff to ensure consistency, continuity, and quality of patient care and treatment. In addition, employees in this class participate under the supervision of professional staff in the development and implementation of treatment plans, assist in physical care of, and provide security and escort services for patients. All positions in this class supervise and are statutorily excluded from collective bargaining.

DISTINGUISHING FEATURES

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

DUTIES AND RESPONSIBILITIES

Supervision of staff on some shifts is accomplished through a shift coordinator and/or by designating certain responsibilities to assigned leadworkers. In addition to supervisory responsibilities, employees in this class may assist in the performance of any of the duties listed at the lower levels, as necessary.

All nursing care functions are supervised 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. Supervision. Typical tasks: plans, assigns, directs, and reviews the nonnursing activities of subordinate staff on three shifts who provide care and therapeutic treatment to patients; reviews unit workload, schedules, work assignments, status of ongoing projects and staff available for work to facilitate planning and implementation of unit activities; reviews activity reports, and other reports prepared by subordinate staff for clarity, accuracy, completeness and conformance with agency policies; coordinates work of unit with other units, sections or agencies to prevent delays in actions required to improve service to patients; reassigns tasks or duties, or adjusts workload to accomplish unit goals; provides orientation and training for new staff; resolves grievances, approves leave requests, evaluates staff performance; prepares and signs performance appraisals, initiates disciplinary actions; interviews and serves as a member of team to select new applicants.

2. Administrative Duties. Typical tasks: checks, inventories and orders nonmedical ward supplies and equipment such as linen supplies and food items; inspects ward on a daily basis for safety hazards; contacts maintenance department to make needed repairs; serves on management committees to hear and resolve staff problems or fire committee designed to maintain and improve safety standards in unit; attends meetings with administrative and professional staff to discuss program planning and improvement relating to patient care and treatment, budget preparation, training objectives and matters involving institutional policies and practices; maintains records and prepares reports on patient treatment; attends in service training programs and conferences and community meetings.

- 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 from 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.
- 4.Recordkeeping.** Typical tasks: maintains a variety of records pertaining to patient care and treatment; prepares reports for use by treatment team and agency administrative staff; maintains a variety of records pertaining to the functional operation of the work unit; prepares timekeeping and payroll records; maintains employee personnel records.
- 5.Physical Environment.** Typical tasks: ensures appropriate ongoing cleanliness to meet infection control standards (this includes supervising staff in 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.

RELATIONSHIPS WITH OTHERS

Employees in this class are in daily contact with psychiatric patients to assist in their care and treatment and with families and friends of patients to gather information from family members and to facilitate visits. These employees have occasional contact with personnel from other agencies to gather information for the treatment team. These employees also come into periodic contact with police and other outside personnel such as county mental health workers to coordinate patient care when directed to do so by professional staff. Employees also meet with other hospital staff to coordinate care and treatment of patients.

SUPERVISION RECEIVED

Employees in this class work under the general supervision of a unit supervisor. Clinical responsibilities are supervised by professional staff. Work is assigned verbally or in writing by the unit supervisor. Work is reviewed verbally and in writing at ward management meetings designed to discuss and solve problems relating to the functional operations of the unit. Clinical responsibilities are performed in accordance with employees' level of credentials and privileges as granted by hospital. The following guidelines establish the standards under which employees in this class work: Oregon Administrative Rules, Oregon Revised Statutes pertaining to institutional health care, the Joint Commission on Accreditation of Hospitals' standards, Code of Federal Regulations, the Nurse Practice Act, agency policies and procedures and program manuals.

SUPERVISION EXERCISED

Employees in this class, with the assistance of a shift coordinator and/or designated leadworkers, directly supervise up to approximately 17 employees. This supervision is exercised over employees performing a variety of therapeutic and ward maintenance duties to provide direct and indirect care to psychiatric patients.

GENERAL INFORMATION

Positions in this class are primarily found in hospitals, clinics or other health care facilities. 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 mentally ill, mentally retarded, handicapped, and/or physically ill patients. Some positions require the willingness to work overtime, on-call, and/or rotating schedules.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of techniques and practices involved in the care and treatment of physically, emotionally, mentally, and behaviorally impaired persons.

General knowledge of routine nursing techniques, materials, and processes involved in the care and treatment of physically, emotionally, mentally, and behaviorally impaired persons.

General knowledge of problems related to the physically, emotionally, mentally, and behaviorally impaired.

Basic knowledge of personnel administration as it relates to the selection, motivation, and discipline of employees.

Skill in providing care and treatment for emotionally, mentally, or behaviorally impaired patients.

Skill in applying prescribed treatment interventions to effect behavior change and control in mentally, emotionally, and behaviorally impaired patients.

Skill in communicating orally with a variety of people to provide or exchange information.

Skill in preparing written records pertaining to the care, training, and treatment of patients.

Skill in carrying out prescribed nursing care, custodial, and housekeeping duties and security measures.

Ability to supervise (e.g., hire, train, assign, and review work, motivate, prepare performance evaluations, and handle disciplinary actions).

Ability to coordinate the work of staff with other units within agency and with outside agencies.

Ability to plan and carry out a program of orientation and in-service training in nonclinical ward operation and practice.

Ability to participate in administrative and professional staff meetings to plan programs and improvements related to patient care and treatment, etc.

Ability to establish and maintain effective working relationships with other agency staff involved in the care and treatment of patients.

Ability to perform some of the assigned functions of assigned unit on a routine basis.

Ability to conduct inventories and order nonmedical ward equipment and supplies.

Ability to observe patients' potential for violent or self-destructive behavior and provide intervention when necessary.

Ability to observe patients' progress in treatment and recommend potential revisions in treatment plan to professional staff.

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 1/90

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.