

**GENERAL DESCRIPTION OF CLASS**

The MENTAL HEALTH THERAPY SHIFT COORDINATOR assigns and oversees the nonclinical and nonnursing work assignments of Mental Health Therapy Technicians and Therapists, on a single shift, providing care and treatment to mentally, emotionally, behaviorally or physically impaired patients. Employees in this class oversee work assigned by professional staff and Mental Health Therapy Coordinator to assure accuracy, completion of tasks and compliance with rules and procedures. In addition, employees in this class provide direct care and treatment to, and security and escort services for patients.

**DISTINGUISHING FEATURES**

This is the first level of a two-level series. At this level employees are typically assigned to a swing or night shift and are responsible for assigning and overseeing the work of employees on a specific shift. This level is distinguished from the higher level by the lack of responsibility for coordinating and overseeing the work of employees on three shifts. In addition, employees in this class have more responsibility for providing direct care and treatment and assisting other staff with housekeeping activities and less involvement with administrative duties than the higher level coordinator.

**DUTIES AND RESPONSIBILITIES**

Depending on the area of assignment, employees in this class may perform any combination or all of the following tasks or duties listed below.

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 professional clinical supervision.

**1.Shift Charge Assignments.** Typical tasks: assigns and oversees the nonclinical and nonnursing work assignments of Mental Health Therapy Technicians and Therapists on a single shift to ensure accuracy, consistency and completion of tasks in accordance with policies and procedures; ensures that activities on a shift are accomplished in a smooth and efficient manner; orients new or substitute staff to ward activities and procedures; provides leadership to assigned staff; makes regular rounds to ensure safe and sanitary surroundings and the safety and security of patients; provides information to Mental Health Therapy Coordinator to assist with ordering and maintaining adequate amounts of nonmedical ward supplies and equipment; contacts maintenance to make needed repairs to facilities; assists in maintaining intershift communications; assists with admissions and discharges; maintains records and prepares reports related to patient activities; counsels staff on work performance and provides informal assessment of staff performance to supervisor; meets with Mental Health Therapy Coordinator to obtain and provide information related to shift activities.

**2.Case Monitoring/Treatment.** Typical tasks: serves as a resource person for a small group of assigned patients by attending to their basic physical and social needs such as assuring that patients have personal items such as soap, toothbrushes and shampoos and are bathed, groomed, properly clothed and fed, and by observing birthdays and holidays; orients new patients to ward by explaining expectations, rules, privileges and schedules; spends one-to-one time with patient on a regular basis;

observes and records behavior, documents patients' response to treatment and shares information with treatment team; makes suggestions for changes in treatment programs; assists in the planning of and participates in patient activities such as hiking and skating outings, family night, picnics, pet projects, games and other activities; encourages and oversees patients performing self-care and related activities.

- 3. Basic Patient Care.** Typical tasks: oversees staff in the performance of or 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 physician or nurse with medical care such as collecting specimens (urine and sputum), measuring blood pressure, pulse and respiration; administers oral medications and simple first-aid treatments; assists with admitting and discharging patients to and from wards (this includes taking vital signs, completing necessary paper work and orienting patients to ward).
- 4. 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 restraint 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.
- 5. Recordkeeping.** Typical tasks: maintains record of patient care and treatment; records amounts of medication given, patient's response to therapy treatments and activities, incidence of illnesses and violence and interventions used; completes weekly summaries for use by treatment team.
- 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, etc.). Supervises and directs patients in performing housekeeping tasks; assists with setting up and serving meals.

## RELATIONSHIPS WITH OTHERS

Employees in this class are in daily contact with mentally and physically ill patients to assist in their care and treatment. These employees may also meet daily, weekly, or monthly with families of patients to exchange information about patients. 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.

## SUPERVISION RECEIVED

The Mental Health Therapy Shift Coordinator works under the general supervision of a unit supervisor. Nursing care functions are assigned and supervised by a Registered Nurse. Clinical supervision is provided by appropriate professional staff. Clinical responsibilities are performed in accordance with employee's level of credentials and privileges as granted by hospital. Employees in this class work under the guidelines of

Oregon Administrative Rules, Oregon Revised Statutes pertaining to institutional care, the Joint Commission on Accreditation of Hospitals standards, Code of Federal Regulations, the Nurse Practice Act and institutional policies and procedures.

### **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 toward the mentally ill. 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.  
Basic knowledge of routine nursing techniques, materials and processes involved in the care and treatment of physically, emotionally, mentally, and behaviorally impaired.

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

Skill in communicating orally to provide or exchange information.

Skill in preparing written records and documentation.

Ability to train, assign, review, and coordinate the work of employees on a single shift in performing nonclinical duties related to patient care.

Ability to follow oral and written instructions to implement treatment plans designed by treatment team.

Ability to communicate and relate well with and serve as a role model for assigned patients.

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

Ability to administer oral medications and simple first aid treatments.

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

Ability to observe patient's progress in treatment and recommend any potential revisions in treatment plan to professional staff.

Ability to maintain records and prepare clear, concise written reports on patient care and living facilities.

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

### **SPECIAL QUALIFICATIONS**

Positions in this class require certification as Basic Nursing Assistant.

Some positions in this class must obtain Medication and Treatment Certification to be able to administer medication.

Some positions in this class 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.