



STATE OF OREGON
Oregon Health Authority (OHA)
POSITION DESCRIPTION

Position Revised Date:
03/01/2025

This position is:

- ☒ **Classified**
☐ **Unclassified**
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc – Confidential

Agency: Oregon Health Authority

Division: Oregon State Hospital

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

- a. Classification Title: Mental Health Therapy Technician
- b. Classification No: C6710 c. Effective Date: _____
- d. Position No: _____
- e. Working Title: MHTT
- f. Agency No: 44300
- g. Section Title: _____
- h. Employee Name: _____
- i. Work Location (City — County): _____
- j. Supervisor Name: _____
- k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
- l. FLSA: ☐ Exempt If Exempt: ☐ Executive ☐ Professional ☐ Administrative
☒ Non-Exempt
- m. Eligible for Overtime: ☒ Yes ☐ No

SECTION 2. PROGRAM AND POSITION INFORMATION

- a. Describe the program in which this position exists. Include program purpose, who's affected, size and scope. Include relationship to agency mission.

OHA values health equity, service excellence, integrity, leadership, partnership, innovation, and transparency. OHA's health equity definition is "Oregon will have established a health system that creates health equity when all people can reach their full potential and well-being and are not disadvantaged by their race, ethnicity, language, disability, age, gender, gender identity, sexual orientation, social class, intersections among these communities or identities, or other socially determined circumstances. Achieving health equity requires the ongoing collaboration of all regions and sectors of the state, including tribal governments to address: the equitable distribution

or redistribution of resources and power; and recognizing, reconciling, and rectifying historical and contemporary injustices.” OHA’s 10-year goal is to eliminate health inequities.

The Oregon State Hospital (OSH) is aligned with the Oregon Health Authority’s core values of partnership, service excellence, leadership, integrity, health equity, innovation, and transparency. In our practice, these values are expressed through:

Service Excellence:

- Understanding and responding to Oregon public health needs and the people we serve
- Pursuing our commitment to innovation and science-based best practices
- Fostering a culture of continuous improvement

Leadership:

- Building agency-wide and community-wide opportunities for collaboration
- Championing public health expertise and best practices
- Creating opportunities for individual development and leadership

Integrity:

- Working honestly and ethically in our obligation to fulfill our public health mission
- Ensuring responsible stewardship in public health resources

Health Equity:

- Eliminating health disparities and working to attain the highest level of health for all people
- Ensuring the quality, affordability, and accessibility of health services for all Oregonians
- Integrating social justice, social determinants of health, diversity, and community

Partnership:

- Working with stakeholders and communities to protect and promote the health of all Oregonians
- Seeking, listening to, and respecting internal and external ideas and opinions
- Exploring and defining the roles and responsibility of public health staff and partners

Innovation:

- We are not satisfied with the status quo if there are new and better ways to meet the needs of the people we serve. We bring creativity, experience, and openness to our search for solutions to problems. We pursue opportunities to develop new evidence to evolve our practices.

Transparency:

- We communicate honestly and openly, and our actions are upfront and visible. We provide open access to information and meaningful opportunities to provide input and participate in our decision-making.

OSH provides direct psychiatric hospital care to adults from throughout Oregon who are unable to be served in a community setting. The mission of OSH is to provide therapeutic, evidence-based, patient-centered treatment, focusing on recovery and community reintegration, all in a safe environment.

At OSH, we put the patient first, and employees play an essential role in achieving the hospital’s vision to be a psychiatric hospital that inspires hope, promotes safety, and supports recovery for all. OSH uses the Collaborative Problem Solving® model as its foundation of care across all disciplines, including nursing and direct-care unit staff.

At maximum capacity, OSH Salem and Junction City will be able to serve patients on up to 30 treatment units and residential suites. Services include psychiatric evaluation, diagnosis, and treatment, in addition to community outreach and peer support.

- b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:**

Provide primary care for people with behavioral illnesses or histories. Work under the supervision of the Registered Nurse related to all nursing care provided per the Oregon State Board of Nursing (OSBN)/Nurse Practice Act (NPA). Employees in this class work under the clinical supervision of the RN to design, teach and evaluate classes in a treatment specialty are such as symptom management and/or provide behavioral interventions to patients. In addition, employees in this class participate in the basic care and treatment of, provide transport services for patients, and contribute to the general therapeutic atmosphere of the work unit.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

% of Time	N/R/NC	E/NE	DUTIES
25%	NC	E	<p>A. PATIENT CARE - Engagement & Behavioral Support:</p> <ul style="list-style-type: none"> – under the supervision of a nurse, provide the following care: 1. Monitor and/or assist patients in activities of daily living such as bathing, feeding, grooming, and dressing. 2. Complete assignments as directed, such as patient laundry, unit cleaning chores, and assist in making beds. 3. Maintain clean unit environment using applicable infection control techniques. 4. Recognize and report changes and trends in patients’ conditions. 5. Recognize actual and potential psychiatric/medical emergencies and initiate appropriate actions. 6. Participate in the admission, transfer, and discharge of patients. 7. Set up and serve meals. Assist with delivery, facilitation, and monitoring of meals.

			<ol style="list-style-type: none"> 8. Float to other units as assigned. 9. Transport patients during various off-unit activities, including appointments. 10. Provide monitoring and individualized care for patients requiring enhanced supervision. 11. Other duties as assigned. 	
30%	NC	E	<p>B. SAFETY MEASURES— under the supervision of the nurse:</p> <ol style="list-style-type: none"> 1. Recognize and report potential safety hazards in relation to patients, staff, and the environment. 2. Make regularly scheduled unit checks to account for whereabouts of patients, security of the unit environment and viability of patients. 3. Observe and maintain all security procedures as directed by OSH and program policies and procedures. 4. Maintain a safe environment for all. 5. Reinforce expectations of healthy relationship between patients. 6. Execute fire and emergency procedures pertaining to evacuation, life threatening or medical emergencies, as required. 7. Perform personal search of patients for contraband when instructed. 8. Under direct supervision of physician or Registered Nurse, assist in behavioral emergencies. 9. Participate in debriefing after an unusual incident has occurred. Example: patient accident, seclusion and restraint, power failure, equipment failure. 	
20%	NC	E	<p>C. RECORDING AND REPORTING – under the supervision of the nurse:</p> <ol style="list-style-type: none"> 1. Maintain documentation standards for areas of patient care specifically assigned on the treatment care plan (TCP). 2. Receive and relay pertinent information, both verbal and written. 3. Attend and participate in staff meetings, inter-shift reports, TCP meetings, unit meetings and workshops. 	

			<ol style="list-style-type: none"> 4. Complete documentation as assigned and/or per policy. 5. Assist to maintain standardized order of the Medical Record. 	
25%	NC	E	<p>D. TREATMENT – under the supervision of the Nurse:</p> <ol style="list-style-type: none"> 1. Form therapeutic relationships with and provide role modeling to patients. 2. Observe and document behavior and progress of patients. 3. Serve as a resource person for all patients. 4. Observe patient potential for violence, both verbal and non- verbal, and socially destructive behavior, and intervene by redirecting or using other behavioral strategy according to the TCP. 5. Follow hospital policies and procedures regarding preventing and managing aggressive behavior. 6. Spend time interacting and engaging with individual patients to develop rapport to facilitate the treatment process. 7. Provide and maintain the therapeutic milieu by following the structure of activities of daily living on the unit with all the patients. 8. Establish and maintain therapeutic boundaries with patients. 9. Participate in client activities such as outings, late night activities, picnics, games, and other activities to facilitate healthy coping activities. <p>Transport patients to the law library. Aid in operation of the law library computer. Notify the Program Director of materials requested by patients that are not available through the law library. Advise patients to contact their attorney concerning any legal questions or interpretations.</p> <ol style="list-style-type: none"> 11. Perform medical interventions under the supervision of the nurse- <ol style="list-style-type: none"> a. Take and record patients' vital signs as directed by the RN/LPN. b. Assist with medical care such as monitoring intake and output or collecting specimens, etc. as directed by RN. c. Lift, turn, move, and ambulate patients utilizing proper body mechanics. 	
At all times	NC	E	<p>E. CULTURAL COMPETENCY AND DIVERSITY:</p> <ol style="list-style-type: none"> 1. Consistently treat clients, patients, residents and co-workers with dignity and respect. 	

			<ol style="list-style-type: none"> 2. Demonstrate recognition and appreciation of the value of individual and cultural differences. 3. Assure that service delivery is provided in a culturally competent way; advocate for the availability of printed materials in different languages as needed and/or in alternate format; bilingual services available and facilities are accessible for all consumers. 4. Understand how to access OSH Cultural Diversity Manager with questions or practical assistance with service delivery. 	
At all times	NC	E	F. CORE VALUES: <ol style="list-style-type: none"> 1. Demonstrate awareness, understanding and alignment in service delivery with the OHA Core Values of health equity, service excellence, integrity, leadership, partnership, innovation, and transparency. 2. Demonstrate awareness, understanding and alignment in service delivery with OSH Core Values of humanity, equity, wellness, partnership, transparency, and performance excellence. 	G
At all times	NC	E	COLLABORATIVE PROBLEM SOLVING: <ol style="list-style-type: none"> 1. Develop and demonstrate competencies and practice of the Collaborative Problem-Solving model through formal coaching, training, and development opportunities. 2. Apply the Collaborative Problem-Solving model with patients and staff at all levels of the organization. 	

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Care of patients with mental illness that are a danger to self or others. Driving or accompanying patients in motor vehicles - occasionally. Exposure to infectious disease. Exposure to noise, bodily fluids, and intervening with behaviorally challenged patients including participating in manual/mechanical restraint is expected. Ability to perform manual/mechanical restraint techniques with control, stability, and proper form to avoid injury. Ability to frequently move various objects up to 20 pounds. Ability to occasionally move various objects up to 60 pounds in either vertical ascending or descending movements. May be exposed to the handling, administration, waste, and spill cleanup of hazardous medications, which may result in health impacts to the employee. May be required to work hours subject to change with little notice. May be required to work hours that exceed regular schedule, i.e., a double shift in addition to regular schedule. May include long periods of standing, repetitive twisting, bending, and squatting throughout shift.

SECTION 5. GUIDELINES

- a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures:

State Policies and Procedures
Oregon Revised Statutes
Oregon Administrative Rules
Oregon Health Authority mission, vision, goals, and principles
Oregon State Hospital mission, vision, goals, and principles
Oregon State Hospital nursing standard of work
OHA management directives, policies, and procedures
Federal and state confidentiality laws, regulations, and policies

- b. How are these guidelines used?

Implementation of policies, rules, and standards for delivery of direct patient care.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact? When applicable, please identify contacts that might be virtual/ in-person, or both.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Who Contacted	How	Purpose	How Often?
OSH Clinic	Phone/In person	Appointments for patients	Daily
Other patient care units	Phone/In person	Coordination of activities	Daily
OSH Support Services	Phone/In person	Maintenance/repairs	Daily
Other OSH Departments	Phone/In person	Unit support	Daily

SECTION 7. POSITION-RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions:

Propose potential revision of TCP to treatment team for consideration.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Classification Title	Position Number	How	How Often	Purpose of Review
Nurse Manager/Unit Administrator		Observation	Daily	For work assignments and performance appraisals
MHRN		Observation	Daily	Delivery of quality patient care and daily work assignments
LPN		Observation	Daily	Delivery of quality patient care and daily work assignments
MHT2		Observation	Daily	Delivery of quality patient care

SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares and signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification.

All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.

Shall maintain current certification in cardiopulmonary resuscitation.

Shall complete all annual mandatory training.

Shall participate in at least 1 Code Green Drill every month.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Operating Area	Biennial Amount (\$00,000.00)	Fund Type
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SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date