

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

<u>CLASSIFICATION SERIES:</u> Psychiatric Attendant	<u>SERIES NO.:</u> 4414
<u>MAJOR AGENCIES:</u> Mental Health, Rehabilitation & Correction	<u>EFFECTIVE DATE:</u> 02/26/2012

SERIES PURPOSE:

The purpose of the psychiatric attendant occupation is to provide on-ward & off-ward security & care functions for forensic patients in secure-care areas &/or in community.

At the lower level, incumbents provide security & care functions. At the higher level, incumbents act as lead workers.

CLASS TITLE

Psychiatric Attendant

CLASS NUMBER

44141

PAY RANGE

27

EFFECTIVE

05/28/2006

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of agency & hospital policies & procedures regarding forensic patient care, security & activities in order to perform on-ward security & care functions over forensic patients or residents in secure-care areas. In the Department of Mental Health this class is only used in the Timothy B. Moritz Forensic Unit at Twin Valley Behavioral Healthcare.

CLASS TITLE

Psychiatric Attendant Coordinator

CLASS NUMBER

44142

PAY RANGE

28

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of agency & hospital policies & procedures regarding forensic patient care, security & activities in order to perform on-ward security functions over forensic patients in secure-care areas & act as lead worker over psychiatric attendants in on-ward security & care functions.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Psychiatric Attendant	44141	03	05/28/2006	27

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Provides on-ward security functions over forensic patients or residents of secure-care areas of mental health institution (e.g., provides on-ward surveillance in regards to safety & security; escorts patients to & from off-ward activities or appointments such as meals, dentist, laboratory, work details, recreational & therapeutic activities; investigates patient misbehavior; observes & monitors patient behavior such as during meals; intervenes during crisis behavior to prevent self-injury or injury to others such as by applying restraints or assisting nursing staff in subduing or secluding violent patients; monitors patients in seclusion; searches patient clothing, individual rooms & ward living area for dangerous objects, contraband or unusual room conditions; prevents patient escapes). In the Department of Mental Health this class is only used in the Timothy B. Moritz Forensic Unit at Twin Valley Behavioral Healthcare.

Provides direct care, treatment &/or programs to forensic patients & promotes activities, on & off-ward, through participation, interaction &/or involvement with patients (e.g., attends to personal hygiene & grooming needs by monitoring & instructing treatment plan programs such as hygiene, clothing care, room maintenance & social dining programs; encourages independent functioning in same; monitors &/or instructs or assists patients in washing clothes; conducts one-to-one sessions with patients to discuss problems or concerns; provides adequate clothing; serves meal trays; assists in administering treatments as directed by LPN or RN; prepares patients to attend psychiatric or medical treatment; bathes, shaves, feeds &/or dresses patients who are unable to perform same; leads patients in recreational activities) & assists co-workers in maintaining sanitary living conditions by performing general housekeeping duties (e.g., cleans floors, picks up trash, bags laundry).

Prepares reports &/or documentation regarding patient & unit activities (e.g., documents significant, unusual or appropriate patient behavior in progress notes as dictated by individual treatment plans; completes restraint/seclusion, daily ward log, daily shift change & incident reports; completes work orders; orders & stocks patient clothing & cleaning supplies; prepares patient movement reports; keeps unit communication logs updated; documents crisis interventions).

Attends in-service training programs; attends & participates in interdisciplinary team meetings; attends weekly staff meetings.

Responds to patient needs in emergency situations (e.g., fires or riots).

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency & hospital policies & procedures related to forensic client/patient care*; ward security for forensic patients*; client custodial care*; addition & subtraction. Ability to recognize unusual or threatening conditions & take appropriate action; deal with problems involving several variables within familiar context; read short sentences with concrete vocabulary.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition & subtraction & in reading & writing common English vocabulary. (Pursuant to a Federal Court Order, individual hired into this class at Oakwood Forensic Center must be high school graduate or G.E.D.)

-Or equivalent of the Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to unpredictable patient behavior; works shifts, weekends & holidays; exposed to communicable diseases; work is confined to secured area.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Psychiatric Attendant Coordinator	44142	03	01/09/2005	28

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as lead worker (e.g., provides work direction, training) over lower-level psychiatric attendants & is responsible for safety/security of both patients & employees assigned to forensic unit in secure-care areas (e.g., prevents escapes; searches patients for contraband; ensures & participates in completion of scheduled activities & implementation of direct care &/or daily living programming including proper bathing, shaving, clothing & environment care; ensures overall sanitation, comfort & housekeeping of area; monitors mealtime activities; observes general security & patient activity).

Prepares reports & documentation regarding patient & unit activities &/or ensures proper preparation & accumulation of same (e.g., patient responses to medication & treatment, patient movement & general behavior, unusual incidents, restraint/seclusion reports, daily ward logs & shift changes, work orders).

Participates as member of treatment team in developing & planning patient treatment plans & performs various job-related miscellaneous tasks (e.g., attends meetings or in-service training programs to maintain awareness of department & program policies & procedures & for other purposes; responds to patient needs during fires, riots or other internal/external disasters; monitors security of work area).

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency & hospital policies & procedures related to forensic client/patient care; ward security for forensic patients; client custodial care; employee training and development*; addition & subtraction. Ability to recognize unusual or threatening conditions & take appropriate action; deal with problems involving several variables within familiar context; read short sentences with concrete vocabulary.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition & subtraction & in reading & writing common English vocabulary; 3 mos. trg. or 3 mos. exp. in agency & hospital policies & procedures relative to forensic patient care & security. (Pursuant to a Federal Court Order, individual hired into this class at Oakwood Forensic Center must be high school graduate or G.E.D.)

-Or 4 mos. exp. as Psychiatric Attendant, 44141.

-Or equivalent of the Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to unpredictable patient behavior; works shifts, weekends & holidays; exposed to communicable diseases; work is confined to secure area.