<table>
<thead>
<tr>
<th>CLASSIFICATION SERIES:</th>
<th>SERIES NO.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychiatric Attendant</td>
<td>4414</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAJOR AGENCIES:</th>
<th>EFFECTIVE DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mental Health, Rehabilitation &amp; Correction</td>
<td>02/26/2012</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>CLASS TITLE</th>
<th>CLASS NUMBER</th>
<th>PAY RANGE</th>
<th>EFFECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychiatric Attendant</td>
<td>44141</td>
<td>27</td>
<td>05/28/2006</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>CLASS TITLE</th>
<th>CLASS NUMBER</th>
<th>PAY RANGE</th>
<th>EFFECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychiatric Attendant Coordinator</td>
<td>44142</td>
<td>28</td>
<td>01/09/2005</td>
</tr>
</tbody>
</table>

**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.
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.
Psychiatric Attendant Coordinator

<table>
<thead>
<tr>
<th>CLASS TITLE</th>
<th>CLASS NUMBER</th>
<th>B. U.</th>
<th>EFFECTIVE</th>
<th>PAY RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychiatric Attendant Coordinator</td>
<td>44142</td>
<td>03</td>
<td>01/09/2005</td>
<td>28</td>
</tr>
</tbody>
</table>

**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.