

EDITED TASK LISTING

CLASS: Senior Psychiatric Technician (Safety)

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task

1.	Supervise staff in the performance of searching inmates person or activity rooms for drugs, contraband, and weapons to ensure the safety of other inmate/patients and staff, using custody staff, personal knowledge, training, Universal Precautions, policy, procedures, regulatory requirements, etc. as needed.
2.	Supervise staff monitoring facility areas (i.e. Psychiatric Services Unit, Enhanced Out Patient, Treatment Center, Mental Health Building, Administrative Segregation Unit, etc.) to identify security breaches and contraband (i.e. weapons, unlocked gates, keys are secure, tools and equipment are accounted for, individual holding cells are locked, food ports are locked, etc.) that could lead to the escape of a patient/inmate to ensure the safety of other inmates and staff, using custody/health care staff, personal knowledge, training, Universal Precautions, DOM, regulatory requirements, etc. on a daily basis.
3.	Supervise staff observing patient/inmate behavior that may lead to injury, damage property, or signal impending escape attempts to ensure the safety of self, staff and inmate/patients using personal knowledge, training, custody staff, policy, procedures, regulatory requirements, etc. on a daily basis.
4.	Supervise staff working with other disciplines (Psychiatrist, Psychologist, Registered Nurses, Medical Technical Assistants, Social Workers, Custody staff, etc.) as part of the treatment team to provide an individualized treatment program for the patient/inmate using professional knowledge, training, policies, procedures, Title 22, regulatory requirements, etc. as needed.

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5.	Supervise staff performing nursing procedures such as administering medications, treatments, and medical procedures, including oral medications, hypodermic injections/vital signs, transcribing of physicians orders (i.e. written, verbal, telephone order, etc.) and document as appropriate, to ensure continuity of delivery and quality of health care treatment to inmate/patients, using knowledge, training, Universal Precautions, departmental regulations, policy, procedures, regulatory requirements, etc. as needed.
6.	Supervise staff administering first aid (i.e. Cardio Pulmonary Resuscitation, wound management, etc.) as needed to inmates/patients or staff, to preserve life and reduce trauma, using knowledge, training, Universal Precautions, departmental regulations, policy, procedures, regulatory requirements, etc. as needed.
7.	Supervise staff in maintaining a clean and safe, workplace to ensure a therapeutic environment for patients/inmates and staff in compliance of policy and procedures, using training, personal knowledge, departmental regulations, Universal Precautions, regulatory requirements, etc. as needed.
8.	Supervise staffs interaction with inmate/patients to ensure professional mental health principles are applied to create therapeutic relationship boundaries in compliance with policies and procedures using knowledge, training, custody staff, departmental regulations, policy, procedures, regulatory requirements, etc. as needed.
9.	Supervise staff participating in on/off-the-unit groups and individual program activities for patients/inmates to enhance continuity of care and ensure compliance with Individual Treatment Team plans, using personal knowledge, training, departmental regulations, policy, procedures, regulatory requirements, etc. as needed.

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10.	Supervise staffs performances of daily duties to ensure that safe work practices are followed (i.e. gates are locked, keys are secure, all tools and equipment are accounted for, wear safety equipment (e.g. personal alarm, safety vest, whistle, etc.) and to prevent injuries to staff and inmates/patients using knowledge, training, departmental regulations, Universal Precautions, custody staff, policy, procedures, regulatory requirements, etc. on a daily basis.
11.	Supervise staff in the ordering of supplies from institutional/contractual vendors to ensure supplies are ordered as needed to enable staff to perform job duties and maintain a safe working environment per policy and procedures, using knowledge, custody staff, departmental regulations, policy, procedures, regulatory requirements, purchase requisitions, etc. as needed.
12.	Supervise staffs documentation of records (i.e. patient charts, nursing logs, etc.) to ensure the accuracy of documentation meets regulatory requirements, using knowledge, training, policy, procedures, departmental regulations, regulatory requirements, etc. as needed.
13.	Perform staff Probationary Evaluation/Individual Development Plan reports based on degree of competency in performing specific job functions to ensure employee meets or exceeds expected standards, to foster employee growth, and identify areas of deficiency using performance guidelines, knowledge, training, policy, procedures, departmental regulations, duty statements, job descriptions, etc. as needed.
14.	Conduct staff meetings to inform staff of changes/updates, address needs and problems and maintain open communication, etc. using training, knowledge, meeting agendas, departmental memorandums, training packets, etc. as needed.

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Task #	Task
15.	Scheduling of Psychiatric Technicians daily assignments to ensure uniform nursing coverage, continuity of care, and required staff training using nursing requirements, regulatory requirements, bargaining unit agreements, mandates, departmental regulations, policy, procedures, etc. on a daily basis.
16.	Administers disciplinary action on staff (i.e. Letters of Instruction, Progressive Discipline, verbal, written, etc.) to ensure staff compliance with standards of care, and policy and procedures, using knowledge, training, performance evaluations, departmental regulations, etc. as needed.