

**SECURE TREATMENT PROGRAM**  
*Providing Quality Treatment Services within a Secured Environment*

**April 2025**

**Management**

**Section I -24**

**JOB TITLE:** Licensed Psychiatric Technician - Safety

**General Statement of Duties:** Under the direction of the shift supervisor provides a safe, clean, and home-like environment for residents of an assigned group of forensic clients. The Licensed Psychiatric Technician is considered a level of care employee who participates in the rehabilitation/habilitation treatment program, including behavioral management training, care and supervision, assists clients in developing and utilizing their potential for self-care and activities of daily living, and does other related work for which training has been received. A Licensed Psychiatric Technician must have the ability to work extended hours and various shifts and must float to all work areas within the facility if called upon to do so.

**Certificate/License:** Possession of a license to practice as a Psychiatric Technician issued by the California Board of Vocational Nurse and Psychiatric Technician Examiners.

**Alternative to Minimum Qualifications:** None.

**Supervision Received:** Is under the direction of the Unit Supervisor with functional supervision by the Shift Lead (SPT/NPIC).

**Supervision Exercised:** Occasionally will be required to perform Shift Lead (NPIC) duties as necessary.

**Typical Working Conditions:** Staying at work area for periods of time on a unit and/or training site where a client may be receiving training or services. Mandatory overtime may be required on a periodic and rotating basis. May spend time performing custody tasks which includes escorting forensic clients in the facility; counting, distributing, and accounting for all utensils and other equipment/tools to prevent their use as weapons; inspecting facilities to identify security breaches that could lead to the escape of a forensic client; and observing and intervening in forensic client behavior that may injure people, damage property, or signal impending escape attempts. Level of care employees will be required to perform essential functions that includes lifting 50 pounds without assistance and participating in client containment, intervention, or restraint. May be required to work different units within the facility and work extended mandatory hours. Need to be able to set priorities and make changes as needed. Exposure to communicable diseases, and other conditions common to a clinical/nursing environment. Work is performed at a level that requires the individual to be constantly alert of safety and security with clients and the environment and ensuring clients do not have any type of non-allowable items that could be used as weapons.

**Typical Physical Demands:** Escorting clients to different areas on/off campus- appointments/scheduled trips – which may include driving a state vehicle (golf cart, van, car, etc.); standing for periods of time in different areas of the unit or training sites; responds to all behavioral/medical interventions as required and must be able to lift 50 pounds unassisted. Must possess and maintain sufficient strength, agility, endurance, and sensory ability to during mentally and emotionally stressful and emergency situations encountered on the job to not endanger their own health and well-being or that of their fellow

employees, forensic individuals, or the public and be able to perform the duties contained in this duty statement.

**Must be able to lift 50 pounds without assistance; must be able to participate in client containment, intervention or restraint. Must have the ability to work extended hours and various shifts; must float to all work areas within the facility if called upon to do so.**

### **ESSENTIAL DUTIES**

**65%**

- ❖ Serves as primary care provider for all forensic clients in assigned group area or training site.
- ❖ Escort clients as necessary to appointments and daily activities, which may include driving a State vehicle (golf cart, van, car, etc.).
- ❖ Trains clients to gain independence in activities of daily living skills such as grooming and hygiene, bathing, dressing, eating and table manners, and conducting themselves in a socially acceptable manner.
- ❖ Provides the complete and appropriate nursing care for all clients within an assigned group or as required.
- ❖ Dispenses medication and nursing treatments to clients as assigned and according to accepted procedures and state licensing and facility regulations.
- ❖ Actively participates as part of the Interdisciplinary Team (ID) in assessing client needs and plans for achieving desired behavioral, functional, and developmental goals.
- ❖ Maintains a professional manner and a high level of work performance.
- ❖ Is courteous and tactful with visitors, answering or referring questions to appropriate individuals.
- ❖ Participate in behavior management/crisis intervention when necessary.
- ❖ Remain constantly alert of safety and security with clients and the environment and ensuring clients do not have any type of non-allowable items that could be used as weapons.
- ❖ Assist the teacher/trainer in the classroom/training site, as directed.
- ❖ Float to other units to provide coverage, as needed.
- ❖ Float to other programs within the facility to provide coverage, as needed.

### **Typical Tasks**

**35%**

- ❖ Documents clients' treatment and medication response in accordance with Clinical Record Documentation System (CRDS) documentation and facility requirements.
- ❖ Follows Individual Program Plan (IPP) and documents use of restrictive techniques, monthly reviews objectives and plans, enters data, records reaction of client (i.e. Lab, clinic appointments, court appearances).
- ❖ May be required to drive State vehicle (golf cart, van, car, etc.) for transport to client appointments.
- ❖ Complete group leader assessment within 21 days of admission and annually thereafter.
- ❖ Completes daily attendance records.
- ❖ Completes General Events Reports if required and related reports as directed by the Shift Supervisor/designee and/or Unit Supervisor.
- ❖ Attends and participates in all meetings for assigned clients as directed.

- ❖ Attends committee meeting as requested.
- ❖ Participates in in-service/out service training programs as needed or directed.
- ❖ Function as mentor and/or provide staff training as needed.
- ❖ Is responsible for attending the required training courses annually and completing CEUs necessary for maintaining a current license.
- ❖ Take advantage of educational opportunities for continued professional growth.
- ❖ Orders clothing for clients as necessary or assist clients in shopping for their own clothing and personal items.
- ❖ Audits medication records and physician's orders each shift.
- ❖ Work overtime as needed, either voluntarily or through the mandatory rotation list.
- ❖ Serves on committees as assigned by Shift Supervisor/designee and/or Unit Supervisor.

**PERFORMANCE REQUIREMENT:**

Psychiatric Technician's provide a basic level of general behavioral and psychiatric nursing care to mentally or developmentally disabled clients and are expected through their attitude, knowledge, and performance to facilitate the rehabilitation of the client.

**KNOWLEDGE, SKILLS, & ABILITIES:**

- ❖ Fundamentals of nursing care, general behavioral and psychiatric procedures, client behavior and mental health principles and techniques involved in the care and treatment of individuals or groups of mentally or developmentally disabled clients.
- ❖ Current first-aid methods.
- ❖ Medical terminology.
- ❖ Pharmacology.
- ❖ Cardiopulmonary resuscitation (CPR).
- ❖ Management of Assaultive Behavior techniques including completing and being certified in these techniques on a regular basis.
- ❖ Learn and apply general behavioral and psychiatric knowledge, skills, and attitudes.
- ❖ Establish effective therapeutic relationships with mentally or developmentally disabled clients.
- ❖ Carry out occupational, recreational, vocational and educational programs for clients.
- ❖ Follow directions.
- ❖ Keep accurate records.
- ❖ Analyze situations accurately and take effective action.

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Employee Printed Name

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Employee Signature/Date

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Supervisor Signature

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Date