

SECURE TREATMENT PROGRAM
Providing Quality Treatment Services within a Secured Environment

September 2025

Management

Section I-22

JOB TITLE: Senior Psychiatric Technician (SPT) - Safety

General Statement of Duties: On an assigned shift, the Senior Psychiatric Technician directs and/or provides for the care, treatment, and training of individuals following established standards and procedures. A Senior 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.

*Must maintain required license to practice as a Licensed Psychiatric Technician.

Supervision Received: Reports to the Unit Supervisor (US).

Supervision Exercised: Supervises unit/site staff: Psychiatric Technician (PT), Psychiatric Technician Assistant (PTA), Licensed Vocational Nurse (LVN), Registered Nurse (RN), and other staff as assigned. On occasion may be required to perform the duties of a US.

Typical Working Conditions: Regular interaction with individuals and staff in monitoring provision of direct services and other conditions common to on and off unit training environments. Responsible for staff who perform security tasks such as accounting for utensils and other equipment/tools to prevent the use as a weapon; inspecting the facility to identify security breaches that could lead to the escape of a forensic individual; responsible for staff escorting forensic individuals in and out of the facility; and observing and intervening in forensic individual behavior that may injure people, damage property or signal impending escape attempts. Exposure to communicable diseases, and other conditions common to a clinical/nursing environment. Participation in meetings and conferences and other conditions common to an office environment. Effective use of equipment for report writing and data collection. Working on different units or in different programs within the Facility may also be mandatory. Mandatory overtime may be required on a periodic and rotating basis.

Typical Physical Demands: Must be able to perform the duties contained in this duty statement. Must possess and maintain sufficient strength, agility, endurance, and sensory ability during mentally and emotionally stressful or emergency situations encountered to not endanger their own health and well-being or that of their fellow employees, forensic individuals, or the public. May be required to escort individuals to different areas on/off campus, which may include driving a State vehicle such as a golf cart, van, car, etc. Must be able to stand for periods of time in different areas of the unit or training sites and respond to all behavioral/medical interventions as required and participate in individual containment, intervention, or restraint.

Must be able to lift 50 pounds without assistance; must be able to participate in individual 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%

Guide and organize assigned staff on a shift in providing active treatment services to ensure implementation of Individual Program Plans (IPP). Direct all routine nursing activities of assigned staff and provide for total nursing care during the assigned shift.

- ❖ Make daily staff assignments (breaks, meals, charting, assessments, shopping, appointments, training site coverage, etc.) always assuring full utilization of resources.
- ❖ Assist with redistribution of staff as directed to meet minimum staffing guidelines and relieve staff to ensure adequate coverage as needed.
- ❖ Assist Centralized Staffing Office (CSO) in ensuring appropriate staffing for on-coming shift.
- ❖ Acquire and maintain knowledge of individuals' backgrounds, needs, goals, and their IPP.
- ❖ Facilitate functional grouping of individuals.
- ❖ Ensure that staff on duty know, understand, and can describe individuals' Desired Outcomes, Behavior Support Plans, and Health Care Plans, and can carry out training plans.
- ❖ Assure that supplies/equipment needed are available and in good repair.
- ❖ Give direction to staff in providing continuity of care and implementation of training.
- ❖ Communicate and collaborate with staff to carry out the facility's mission, goals, and objectives.
- ❖ Work as a team member with other Shift Supervisors to assure inter-shift and intra-program communication.

- ❖ Work as a team member at unit, program, and facility levels to provide optimal services and supports to individuals.
- ❖ Work with an inter-disciplinary team (IDT) (including unit, facility, and community-based team members) to ensure that services are being provided as identified in the IPP.
- ❖ Coordinate the flow of communication and information to and from Program Management and facility via contact/exchange of information to pertinent staff on and off the unit (such as individual information, announcements, restraint use, incidents, treatment issues, unusual occurrences, etc.); enter the information into the log/communication book and discuss with on-coming shift.
- ❖ Attend and participate in team-building meetings, shift meetings, IPP meetings, admission/discharge meetings, and management meetings as directed.
- ❖ Model and promote teamwork and professionalism; facilitate the "huddle" each shift, including discussion of focus topics, changes, etc.
- ❖ Complete daily reports and keep US apprised of all information regarding the shift and unit.
- ❖ Make daily rounds to ensure for individual's safety and monitor for implementation of 8 Conditions of Participation.
- ❖ Organize and assign staff to assure that documentation is accurate and completed in a timely manner, including ensuring Gorup Leader Monthly Summaries and ILA's are completed accurately.
- ❖ Observe individuals' conditions and behaviors and report changes to the appropriate team member(s) (e.g., HSS, physician, psychologist, IPC, etc.).
- ❖ Assist in assuring that medical, nursing, and pharmaceutical supplies are ordered, stored, and organized, and that facilities are sanitary.
- ❖ Provide leadership and oversight to assure that staff know, understand, and follow nursing procedures, facility bulletins, and best practices.
- ❖ Maintain a safe, sanitary, therapeutic, and professional environment that promotes respect and dignity and protects privacy, rights, confidentiality, and physical/emotional wellbeing of individuals and staff.
- ❖ Respond to emergencies that involve use of medical or behavioral intervention techniques.
- ❖ Communicate and model expectations to staff in areas including, treating individuals with respect and dignity, leading group activities, maintaining appropriate interaction with individuals, antecedent intervention, redirection, and appropriate individual attire.
- ❖ Assure that individuals hygiene and grooming is appropriate, including clean and properly fitting clothing is in good repair.
- ❖ Assure that staff always protect privacy and confidentiality of individuals.
- ❖ Promote individuals' self-reliance in all activities and facilitate individual independence.
- ❖ Provide leadership and guidance to assure staff facilitate and encourage individuals to exercise their rights and assume related responsibility. Assist in mentoring and coaching new/float staff.
- ❖ Promote special events and actively supervise to ensure success of event.
- ❖ Assist in assuring that individual expenditures are appropriate and in accordance with Trust procedures.
- ❖ Check for safety issues and environmental needs; follow up with appropriate work orders/notifications, as needed.
- ❖ Monitor the unit to assure housekeeping needs are met.
- ❖ Float to other shift/unit to provide coverage as needed.
- ❖ Float to other programs within the facility to provide coverage as needed.

TYPICAL TASKS:

35%

- ❖ Participate in quality assurance and quality improvement processes.
- ❖ Identify unit/site needs (health, behavioral, social-emotional, etc.) and make recommendations to the US.
- ❖ Complete audits and observations as designated by US, follow up with staff, as needed, to develop improvement plans.
- ❖ Assure accurate and timely notification and documentation of General Event Reports and restrictive interventions.
- ❖ Assure completion and quality of Independent Living Assessments (ILA) and monthly/weekly documentation requirements by staff: data, diet notes, monthly reviews, flow sheets, etc. Review ILA's for quality and accuracy before they are submitted to the Electronic IPP.
- ❖ Assure that staff is familiar with individual protection plans.
- ❖ Assure that all staff is familiar with and implements program and unit risk management plans and communicate with staff and the US regarding the effectiveness of the plans.
- ❖ May need to drive state vehicle for individual appointment, including golf cart, van, car, etc.
- ❖ Facilitate and monitor compliance with Federal, State, and facility standards of individual treatment and care.
- ❖ Make rounds throughout the shift to monitor delivery of unit/site services, including active treatment, nursing care, health & safety, individual program implementation, essential staffing ratios, and unique unit/site procedures.
- ❖ Assures implementation of correction plans as applicable.
- ❖ Review and assure implementation of Policies and Procedures.
- ❖ Assure that the unit/environment is conducive to individuals' acquisition of skills, appropriate behavior, greater

independence, and choice.

- ❖ Coordinate the structure of the unit/site routine - what happens when.
- ❖ Facilitate the scheduling, orientation, coaching, training, counseling, and performance evaluation of assigned personnel.
- ❖ Conduct inter-shift review/inspection of the unit/site.
- ❖ Assure that all staff is familiar with the unit routine.
- ❖ Assure that staff physicals, lab work, and license renewals are completed on time for your assigned shift.
- ❖ Monitor for patterns of staff tardiness or unscheduled absence and make recommendations to the US.
- ❖ Observe staff in all settings, and orient, guide, and provide training, mentorship, and feedback regarding performance.
- ❖ Complete performance evaluations for assigned staff and make recommendations to the US.
- ❖ Facilitate team building among and between shifts on the unit.
- ❖ Make recommendations to US regarding staff recognition.
- ❖ Participate in staff development training programs and attend training as required.
- ❖ Provide orientation of relief staff and new staff (and document per program orientation sheet).
- ❖ Schedule on-going training for all unit staff for your shift or as directed by the US.
- ❖ Assure staff has the skills to respond appropriately to emergencies that involve the use of medical/behavioral intervention techniques.
- ❖ Assure staff is knowledgeable and competent to carry out unit programs.
- ❖ Assure all unit staff meet mandatory training requirements and act as a role model by staying current with training and maintaining competency skills.
- ❖ Serve as Acting Unit Supervisor as needed.
- ❖ Perform other duties as assigned by the Unit Supervisor.

Employee Printed Name

Employee Signature/Date

Supervisor Signature

Date