

**PORTERVILLE DEVELOPMENTAL CENTER
PORTERVILLE, CALIFORNIA**

CENTRAL PROGRAM SERVICES

JOB TITLE: Senior Psychiatric Technician (Safety)

GENERAL STATEMENT OF DUTIES: The Senior Psychiatric Technician (Safety) provides first supervisory level in Central Program Services to Psychiatric Technicians (PT) and Psychiatric Technician Assistants (PTA), works with other disciplines as part of the treatment team to plan and carry out an overall treatment program for individuals, and may assist in directing and monitoring the activities of a group of individuals during training related to the CPS program and the individuals' Individual Program Plan (IPP) as needed. Provides basic behavioral training and psychiatric nursing care to individuals following established standards and procedures. Adheres to and implements all facility policies and procedures. Must possess and maintain a valid license to practice as a Psychiatric Technician issued by the California Board of Vocational Nurse and Psychiatric Technician (BVNPT). BVNPT State issued license must be in good standing.

SUPERVISION RECEIVED: Direct supervision by the Unit Supervisor (US)

SUPERVISION EXERCISED: Provides functional supervision to assigned PTs and PTAs

TYPICAL PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained within this duty statement. This position has ongoing responsibility for the protection and safeguarding of the public and property, and regular and substantial contact with forensic individuals. As a condition of employment, incumbents are required to and capable of responding to emergency situations and provide a level of service to the public such that the safety of the public and of property is not jeopardized. Employees will be required to perform the following essential functions: must be able to lift 50 pounds without assistance; must be able to participate in containments, interventions, or restraints in emergency situations; must work overtime as assigned at various shifts; and must be able to be assigned to Level-of-Care work areas within the facility if called upon to do so.

TYPICAL WORKING CONDITIONS: The Senior Psychiatric Technician (SrPT) in Central Program Services is used by the Department of Developmental Services at Porterville Developmental Center (PDC) to assist staff in providing an overall treatment program for forensic individuals. Responsible for maintaining order and supervising the conduct of individuals; maintaining the safety of persons and property; and assisting in ensuring the delivery of individual training and treatment plan. Potential exposure to communicable diseases, blood borne pathogens, and other conditions common to a clinical nursing environment. Ensures the safety of public, staff, and forensic individuals, which may include, but not limited to: escorting forensic individuals in the

facility; distributing and accounting for all training equipment and supplies to prevent their use as weapons; inspecting facilities to identify security breaches that could lead to the escape of a forensic individual; and observing and intervening in forensic individual behaviors that may injure people, damage property, or signal impending escape attempts. Required to maintain personal safety by wearing Personal Protective Equipment (PPE) and ensuring that the PPE is in good, working condition.

ESSENTIAL FUNCTIONS: 85%

- 25% Conducts rounds and audits, and assists staff as needed, to ensure training sites maintain current and necessary records and documents which include: data collection; monthly progress reporting; attendance records; current copies of all desired outcomes, IPPs, and other plans; annual assessments; accuracy of documentation [Client Immediate and Protection Plans (CIPP), General Event Reporting (GER), Interdisciplinary Notes (IDN), etc.]; and any other needed documentation as required. Helps to ensure that classroom procedures and routines are being followed and carried out. Elevates any issues to the US.
- 20% Provides on-going observation and recording of individuals' physical conditions, behaviors, and engagement in their specified program. Ensures any significant changes are reported to the appropriate IDT member (i.e., Supervisor, Unit Supervisor, psychologist, physician, residence staff, IPC, etc.). Ensures all required documentation (i.e., CIPPs, GERs, Malingering forms, Highly Restrictive Intervention, IDN, monthly summary review, etc.) are completed on time per facility policies. May participate as a member of the IDT in all aspects of the development and implementation of the individual's IPP.
- 15% Ensures a safe learning environment by assisting the US with conducting morning huddles to provide training and communication with staff, which includes reviewing any issues, CIPPs, and/or GERs, etc. Provides daily assignments to staff, ensuring custody needs are met and ratios are followed as identified in each of their IPPs, and elevating any issues or concerns to US.
- 15% Ensures the safety for individuals, visitors, and staff. Maintains a therapeutic environment which promotes respect and dignity, and protects the privacy, rights, confidentiality, and physical/emotional well-being of individuals. Responds to emergencies that involve the use of medical/behavioral intervention techniques as outline in facility policy and procedures which can include absent without leave (AWOL) and emergency disaster situations. Escorts individuals to and from sites while ensuring custody needs are met and ratios are followed as identified in each individual's IPP. Ensures all equipment and supplies are accounted for and secured at the end of each instructional sessions. Checks the environment before and at the end of each instructional session to ensure that it is free from anything that can be harmful or assist in escape.

- 10% Participates in professional development activities, meetings, continuing education programs, and mandatory training requirements consistent with facility policies and procedures.

MARGINAL FUNCTIONS: 15%

- Prepares and submits purchase orders needed for instructional materials, supplies and/or equipment through the purchasing process in collaboration with teacher(s).
- Performs other duties as required.
- May be assigned to various sites and/or activities.

COORDINATION: Monday through Friday, 0730 –1600. Weekends off unless otherwise arranged with Unit Supervisor or designee.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____