JOB TITLE: Psychiatric Technician Assistant (PTA) – Safety

General Statement of Duties: Under the direction of the Shift Lead provides a safe, clean, and therapeutic environment on the unit where forensic individuals reside. The PTA also assists licensed care staff by participating in the rehabilitation/habilitation treatment programs, including behavioral management training, care, and supervision. Assist individuals in developing and utilizing their potential for self-care, activities of daily living, and perform other related work for which training has been received. A PTA 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.

A PTA must maintain a professional manner and a high level of work performance when conducting themselves in their job duties.

*Must maintain required Certified Nursing Assistant (CNA) certification to practice as a PTA.
*Must maintain current on all required annual training and complete annual physical requirements.

Supervision Received: Under the direction of the Unit Supervisor. Functional supervision is provided by a Licensed Psychiatric Technician or Registered Nurse

Supervision Exercised: None

Typical Working Conditions: Regular interactions on a residence or at a training site where an individual may receive training or services. Mandatory overtime may be required on a periodic and rotating basis. Working different units within the Facility may also be required. Need to be able to set and shift priorities as needed. Exposure to communicable diseases, and other conditions common to a clinical/nursing environment. Work is performed at a level that requires constant awareness of safety and security with individuals and the environment by ensuring individuals do not have any type of non-allowable items that could be used as weapons. May spend time performing custody tasks which includes escorting forensic individuals 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 individual; and observing and intervening in forensic individual behavior that may injure people, damage property, or signal impending escape attempts. All employees at PDC are mandated reporters and must report all cases of suspected abuse.

Typical Physical Demands: Escorting individuals 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, responding to all behavioral/medical interventions as required. Must possess and maintain sufficient strength, agility, endurance, and sensory ability during mentally and emotionally stressful / 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 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: 55%

- Serve as assistants to trainers and primary care providers who provide services and training for forensic individuals.
- Assists licensed staff to train individuals in completing activities of daily living as identified in individuals IPP and displaying socially acceptable behavior.

- ❖ Follows treatment plans developed by the IDT.
- ❖ Escorts individuals to any necessary appointments and daily activities on and off campus, which may include driving State vehicles (golf cart, van, car, etc.).
- ❖ Maintains a safe, sanitary, and therapeutic environment which promotes respect and dignity for individuals and protects the privacy, rights, confidentiality, and physical/emotional well-being of individuals.
- ❖ Observes individuals' physical condition and behavior and reports significant changes to appropriate team member.
- ❖ Performs nursing procedures consistent with certified nursing assistant regulations, such as taking and recording temperature, pulse, blood pressure, respiration, and first aid.
- ❖ Assists with individuals during behavioral episodes.
- ❖ Assists a group leader with the supervision of individuals during leisure activities, on and off campus and at other times as instructed by Shift Supervisor/designee.
- ❖ Assist a group leader/Recreational Therapist with the supervision of individuals during leisure activities, on and off campus and at other times as instructed by Shift Supervisor/designee.
- ❖ Assist the teacher/trainer in the classroom/training site, as directed.
- ❖ Inventories individual's wardrobes and assist individuals with the cleaning of personal wardrobes and ordering new clothing as needed.
- ❖ Work overtime as needed and be on the mandatory rotation list.
- ❖ Remain constantly alert of safety and security with individuals and the environment and ensuring individuals do not have any type of non-allowable items that could be used as weapons.
- ❖ Float to other units/shifts/programs within the facility to provide coverage, as needed.
- ❖ Is courteous and tactful with visitors, answering or referring questions to appropriate individuals.

TYPICAL TASKS: 45%

- ❖ Document in individuals' records as needed.
- ❖ Completes General Events Reports if required and related reports as directed by the Shift Supervisor/designee.
- ❖ May be required to drive state vehicle for transport to individual appointments.
- ❖ Assist the group leader with data collection and recording in various locations as required.
- ❖ Assist with the documentation on restrictive behavior intervention form.
- ❖ Clean assigned areas in the unit following posted routines and disposes of trash.
- ❖ Receives supplies, keeps storage room and activity areas neat, clean, and orderly.
- ❖ Serves on committees as assigned by Unit Supervisor or designee.

Employee Printed Name	Employee Signature/Date
Supervisor Printed Name	Supervisor Signature/Date