



PSYCHIATRIC TECHNICIAN I, II, and III

Classification specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications *may not include all* duties performed by individuals within a classification. In addition, specifications are intended to outline the *minimum* qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

FLSA STATUS: Non- Exempt

DEFINITION:

Under supervision, to provide general care to mentally ill and emotionally disturbed clients and participants in outpatient, rehabilitation and treatment programs; and to assist licensed staff in the overall treatment program. Perform other duties as required.

DISTINGUISHING CHARACTERISTICS:

The incumbents of this multiple-position class work under the supervision of the Medication Support Team Supervisor or designated Program Manager who are engaged in providing total client care to mentally ill or emotionally disturbed clients.

Psychiatric Technician I: This is the entry and training level class in the series. Incumbents receive on-the-job training in functions performed. Initially, a Psychiatric Technician I works under close and direct supervision while learning Tri-City Mental Health Services policies and procedures and providing case management medication support services. As experienced is gained, there is greater independence of action within established guidelines.

Advancement from Psychiatric Technician I to Psychiatric Technician II is not automatic. Based on assigned duties, organizational structure, demonstrated level of proficiency/work performance, and budgetary authorization, a position may remain at this level indefinitely.

Psychiatric Technician II: This is the journey level class in the series. Under general supervision, this class is characterized by its direct responsibility for the observation and recognition of symptoms and reactions which require an understanding of cause and effect in the care of mentally ill and emotionally disturbed clients.

Advancement from Psychiatric Technician II to Psychiatric Technician III is not automatic. Based on assigned duties, organizational structure, demonstrated level of proficiency/work performance, and budgetary authorization, a position may remain at this level indefinitely.

Psychiatric Technician III: Positions in the Psychiatric Technician III class are fully trained and demonstrate a full mastery of assigned work and operations of the work unit; work as team leaders providing technical direction to less experienced psychiatric technicians; and provide care and protective services to clients most prone to assaultive behavior or requiring more extensive monitoring and review of their condition and progress.



EXAMPLES OF ESSENTIAL DUTIES: Essential duties include, but are not limited to, the following:

- Assist in admitting clients to department services; provide direct and indirect care including taking and recording measures of the client's physical condition such as temperature, blood pressure, pulse and respiration.
- Observe, evaluate, record, and report to professional staff changes in client's condition.
- Comply with state regulations and code of ethics governing psychiatric technicians, as well as all applicable federal, State, and local laws pertaining to medical records and documentation including the Health Insurance Portability and Accountability Act (HIPAA) and The Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("HITECH Act").
- Provide services related to the safe and appropriate administration of medical treatment (including medications) as prescribed by the psychiatrist.
- Implement de-escalation procedures and techniques and aid or restrain clients to prevent injury to themselves or others through verbal or physical intervention.
- If LPS-qualified, work with local agencies on client hospitalization when indicated.
- Coordinate client care with Agency psychiatrists.
- Perform routine and emergency in-take evaluation according to agency procedure.
- Provide individual, group and family consultation.
- Participate in public information and educational functions and non-clinical outreach.
- Participate in interdisciplinary team treatment planning, staff training functions, utilization and peer review activities, and clinical supervision.
- Maintain medical records and documentation according to Agency policy.
- Attend and participate in meetings as assigned by the supervisor.
- Chart treatments and medications and maintain pertinent medical records; assist psychiatrists and other qualified persons in the administration of medical records; and record all activities during paid work hours according to policy.
- Motivate clients to develop self-reliance in daily living; encourage clients to participate in group and/or individual therapy/program activities; as part of a multidisciplinary team, provides continuing care and information to treatment staff for incorporation into community service



referral plans; coordinate client's aftercare/continuing care program with the Agency; and monitor clients from Agency's target area upon inpatient discharge.

- Conduct home visits to evaluate environment and client behavior (i.e., anxiety, withdrawal, or mental progress or regression).
- Refer clients for proper treatment and placement in properly licensed facilities.
- Serve as a resource specialist making referrals to appropriate community services/organizations.

Psychiatric Technician II: In addition to the essential duties stated above:

- Respond to 5150 evaluation requests as defined in the Operational Guidelines from area police departments and organizations that have contracted for such services or have such services stipulated in a Memorandum of Understanding with Tri-City.
- Answer and log all agency telephone Calls when the main office is closed and make appropriate disposition.
- Provide trauma intervention (debriefing).
- Provide after-hours client support services.

Psychiatric Technician III: In addition to the essential duties stated above:

- Serve as team leader over other psychiatric technicians.

QUALIFICATIONS:

Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential duties of the position is qualifying. The incumbents will possess the most desirable combination of education, training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education, Training, and Experience:

Psychiatric Technician I, II, and III: As required by the Board of Vocational Nursing and Psychiatric Technicians.

In addition to the above:

Psychiatric Technician II: Must have at least one year of paid working experience at the level of Psychiatric Technician I.



Psychiatric Technician III: Must have at least two years of paid working experience at the level of Psychiatric Technician II.

Licensure/Registration/Certification:

Possess a Psychiatric Technician License issued by the California Board of Vocational Nursing and Psychiatric Technicians, and obtain and/or maintain Lanterman-Petris-Short (LPS) designation for Los Angeles County.

Knowledge of:

- Fundamentals of nursing care.
- General and psychiatric procedures.
- Patient behavior and mental health principles and techniques involved in the care and treatment of individuals or groups of mentally ill and emotionally disturbed patients.
- Verbal and physical techniques of crisis and non-violent crisis interventions.
- Standard diagnostic and reference tools used by mental health professionals, such as the Diagnostic and Statistical Manual (DSM).
- Standard medical record documentation.
- Roles and functions of mental health agencies.
- Related laws, codes, and regulations.
- Behavior patterns of psychiatric clients with symptoms of emotional disturbance and behavioral illness.
- Medications administered to psychiatric clients and their possible side effects.
- Psychiatric emergency procedures and laws related to the involuntary detention of clients with mental/emotional disorders.
- Local and county resources for referral.

Psychiatric Technician III: In addition to the above:

- Basic principles of supervision.

Skill to:

- Operate a computer and utilize a variety of software programs.

Ability to:

- Skillfully perform the full range of nursing duties and responsibilities.
- Work effectively with adults and children in a wide variety of health and economic levels and diverse cultural backgrounds.
- Understand, interpret, and explain policies and procedures.
- Carry out occupational, recreational and group therapy programs for clients.
- Understand and follow verbal and written directions.
- Complete and maintain reports and patient records.
- Analyze situations accurately and take effective action.
- Communicate clearly and concisely, both verbally and in writing.
- Establish and maintain effective working relationships with physicians, clients, co-workers, agencies, and community representatives.
- Handle confidential matters with discretion.

**Special Requirements:**

- May be required to be available 24 hours on-call depending on program needs.
- Possess and maintain a current valid California Driver License, a satisfactory driving record, and a properly registered and insured vehicle.
- Maintain valid licensure, and LPS designation for Los Angeles County.
- Receive satisfactory results from a background investigation, which includes fingerprinting; a pre-employment physical examination, which includes a drug/alcohol test; and an administrative review.

ESSENTIAL JOB FUNCTIONS:

The position requires prolonged sitting, reaching, twisting, turning, bending, stooping, moving, lifting and transporting items weighing up to 50 pounds in the performance of daily activities; body mobility to restrain clients when necessary, move from one work area to another, and travel by vehicle; grasping, manual dexterity, repetitive hand movement and fine coordination in preparing reports and data, and using a computer keyboard; vision sufficient to observe clients, work performed, read medical records, correspondence, reports, statistical data, computer screen and other standard text; and hear and speak well enough to converse with others in person, by phone, and in meetings.