

## **PSYCHIATRIC TECHNICIAN**

### **DEFINITION**

Under general supervision, to assist with coordination and participate in a variety of mental health assessments and direct client care; to assist with group and individual counseling; to work with other Mental Health staff in the diagnosis of client problems and the preparation of treatment plans; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in the Psychiatric Technician class have the necessary education, experience, and license requirements to qualify as a Psychiatric Technician in California. Incumbents perform basic health assessments and assist with mental health counseling for Mental Health clients. Incumbents are expected to perform many assignments and assessments with considerable independence and to work closely as a team member with other staff.

### **REPORTS TO**

Mental Health Program Chief or Continuing Care Coordinator.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **EXAMPLES OF DUTIES**

- Performs assessments of Mental Health clients, develops information, and reports findings to other staff.
- Performs basic evaluations for emergency medical treatment and/or emergency psychiatric medications, insuring that proper professional and medical staff is notified immediately.
- Serves as a team member in the development, implementation, and evaluation of direct client care and the development of care plans.
- Assists other team members in providing quality care.
- Provides direct care for regular and individual special treatments or procedures.
- Provides counseling and support for family members.
- Administers medications as directed by appropriate medical staff.
- Observes and records the effects of medications.
- Performs a variety of supportive services as needed.
- Assists with individual and group counseling for Mental Health clients.
- Monitors client adjustment and progress.
- Maintains accurate records, files, and client histories.
- Maintains control of medications.
- Cooperates with others in resolving problems and solving difficulties among staff members.
- Assists with evaluating services of an assigned unit or program.
- Contributes and shares in conferences, committee meetings, staff development, and in-service training.
- Interacts with community and other government agencies.
- Assists with the development of procedures and methods to improve client services.
- May participate in the emergency "on-call" system on a rotating basis.

## **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; some positions may require sufficient manual dexterity and eye-hand coordination to physically restrain disturbed clients; lift and move object weighing up to 50 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office or clinic environment; exposure to communicable diseases; some positions may require extensive travel throughout the County and community work; continuous contact with staff and the public.

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### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles, methods, and procedures of mental health case management, particularly as it relates to assessments of mental health status.
- Medical terminology.
- General principles and practices of nursing care.
- First aid methods and principles.
- Disease processes and the mechanisms to prevent and control them.
- Medical and client record keeping and documentation.
- State laws relating to reporting Child/Adult abuse.

#### **Ability to:**

- Conduct mental health assessments and evaluations, reporting findings to other staff.
- Develop client care treatment plans.
- Perform crisis intervention in emergency situations.
- Assist with individual and group therapy.
- Communicate effectively orally and in writing.
- Follow oral and written instructions.
- Maintain confidentiality of material.
- Develop and maintain accurate records and documentation.
- Prepare reports.
- Interview patients and families to gather medical and other relevant history.
- Counsel clients and make referrals to community resources.
- Work responsibly with physicians and other members of the medical team.
- Effectively represent the Mental Health Department in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships with patients and others.

#### PSYCHIATRIC TECHNICIAN - 4

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of responsible post license experience in working with mental health clients in a variety of settings.

Completion of studies and curriculum sufficient to obtain requisite licenses from the State of California.

**Special Requirements:** Possession of a valid license to practice as a Psychiatric Technician in the State of California.

Possession of an appropriate California Driver's License issued by the California Department of Motor Vehicles.