

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV78515</b>
<b>Job Class Code:</b>	<b>770</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>19</b>
<b>Workers Comp Code:</b>	<b>8833</b>		

<b>Job Code Established:</b>	<b>02/09/99</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Psychology, Mental Health, and Related Series

**JOB CODE TITLE:** MENTAL HEALTH PROGRAM SPECIALIST IV

**HRIS TITLE:** MENTAL HLTH PRG SPCT IV

**CHARACTERISTICS OF THE CLASS:** Works under general supervision of a registered nurse, exercises considerable independent judgment within prescribed program parameters. Coordinates overall unit activities for an assigned shift; ensures proper security measures are taken; provides advise and/or assists patients according to individual treatment plans and unit policy; initiates patient and/or unit searches; recommends restraint and/or isolation measures, within prescribed policies and procedures. Leads the work of lower level staff. Serves as a shift coordinator over lower level staff assigned at the Arizona State Hospital (ASH), or at the Arizona Community and Protection Treatment Center (ACPTC) at ASH. Ensures a therapeutic team approach in the care and treatment of psychiatric patients; serves as a liaison between nursing and clinical services in carrying out prescribed patient treatment plans.

Work product consists of completed work schedules for lower level staff; ensures unit security is maintained at appropriate levels; documented patient care and progress. Patient behavior modification/motivation; treatment plans reviewed and followed; continuity of care; and accurate medical records and charts. Coordinates overall activities of assigned shift, prioritizes and schedules assignments for lower level staff; creates a safe and therapeutic environment for patients; co-leads therapeutic treatment, education and recreational activities; interacts on a one-to-one basis in problem-solving.

**EXAMPLES OF DUTIES:** Coordinates shift activities of assigned staff; assists with the scheduling and prioritizing of work activities; provides technical advice and assistance as requested. Maintains unit security; conducts searches of patients and/or units for contraband; accounts for objects on the unit which could present a danger to patient and others on unit; keeps all doors locked. Restrains aggressive and/or violent patients; uses restraints; places patients in seclusion and monitors behavior, as needed. Maintains unit security; ensuring a safe, orderly and therapeutic environment; monitors and assesses patient and recognizes the concerns of psychiatric patients. Attends and contributes as an active member of interdisciplinary team; confers with and advises lower level staff on the various disciplines of ongoing treatment of patients. Transports/escorts patients to designated areas and/or activities within the institution and/or outside in the community, as required. Coordinates activities with other shift coordinators. Discusses the concerns expressed by patients; listens, offers suggestions, and helps patient with perception, self-realization or orientation, in accordance with program goals, objectives and treatment plan.

Assists in medical and psychotropic medication emergencies; assesses patients' conditions, evaluates physical status, administers first aid. Monitors patient in-take process; reviews current and documented history and assesses needs or progress. Participates in group therapy sessions. Reads and studies instructional or informational material to increase knowledge base. Motivates patient groups and participates in games, sports, social and recreational activities, as part of personal interaction activity in carrying out treatment goals. Recognizes the needs and concerns of psychiatric patients. Monitors and assess patients in seclusion or restraints.

Attends patient staffing meetings; participates in discussions and problem-solving processes. Performs related work as required.

**WORK CONDITIONS:** Shift work is performed either at the Arizona State Hospital or at the Arizona Community Protection Treatment Center, in an area that involves possible exposure to hazardous situations. Incumbents are expected to lift and/or carry patients.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** management and leadership techniques used in coordinating/leading lower level staff; methods and procedures used in maintaining unit security, to include appropriate searching techniques; therapeutic techniques used to treat psychiatric patients; common mental illnesses and symptoms; civil and legal rights; the methods, procedures, and techniques used in developing individual treatment plans; body mechanics to be used in restraint; the visible side effects of prescribed medications.

**Skill/Ability to:** management and leadership techniques; applying patient behavior modification and motivational techniques; recognizing patient disorientation, aggressiveness and combative behavior; applying knowledge of body mechanics and interaction; leading activities and daily living skills; role modeling for staff and patients; use of restraints; leading/facilitating therapeutic groups.

**EXPERIENCE AND EDUCATION:** Typical ways to obtain the KSAs would be:

- One year of experience as a Mental Health Program Specialist III; OR
- four years of experience in the care and treatment of mentally ill, developmentally disabled or physically ill and/or incapacitated patients.
- A Bachelors degree in psychology, social work, or counseling with an emphasis in clinical work or rehabilitation may substitute for three years of the required experience.
- A Masters degree in psychology, social work, or counseling with an emphasis in clinical work or rehabilitation and two years of experience in the care and treatment of mentally , ill patients.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

**SPECIAL SELECTION FACTORS:** Attaining permanent status within this class is contingent upon successful completion of the Arizona State Hospital (ASH) training course. A medical/physical evaluation is required prior to employment. A current Arizona driver's license appropriate to the assignment is required at the time of appointment.