



## **PRN MH-ACTIVE TREATMENT TECHNICIAN TRAINEE CONTRACTOR**

### **Characteristics of Work**

This is paraprofessional work in the care, supervision, and training of consumers at a state mental health/mental retardation facility. Employees assist consumers in all areas of physical care and assume total responsibility for the hygiene of consumers who are unable to independently perform such tasks. Other duties include assisting with carrying out prescribed programming for consumers, participating in social and recreational activities for the consumers, writing nontechnical reports on consumer behavior and activity, general housekeeping assignments and teaching vocational training skills in specific trades, including demonstrating proper techniques in the use of materials, tools, and equipment of the trade, including safety practices and devices. Incumbents generally work under the supervision of an administrative superior.

### **Examples of Work**

**Examples of work performed in this classification include, but are not limited to, the following:**

Checks and records consumer conditions such as vital signs and weight.

Administers basic life saving techniques.

Performs or assists in the performance of activities of daily living including but not limited to bathing, shaving, and brushing teeth.

Turns and positions non-ambulatory consumers.

Writes nontechnical reports documenting patient behavior and activity and progress towards habilitation/treatment plan goals.

Directs and participates in recreational and social activities for consumers in accordance with written programs and habilitation plans.

Accompanies consumers to activities and programs outside the facility.

Prepares instructional materials and schedules and develops instructional material and aids for use in training consumers.

Gives individual and group classroom instructions in the principles and practices common to specific trades.

Gives individual and group classroom instructions in the proper techniques and use of the materials, tools and equipment of the trade, including safety practices, devices, applicable underwriter codes and government regulations.

Evaluates the vocational training program of the consumers and gives special help and instructions to individuals needing such help.

Attends and participates in all related in-service training sessions.

Uses appropriate behavioral management techniques when interacting with consumers.

Performs related or similar duties as required or assigned.

## **Essential Functions**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Assists residents in all areas of physical care and hygiene of consumers.
2. Writes nontechnical reports.
3. Participates in activities for consumers.
4. Prepares, gives, and participates in instructional training.

## **Essential Competencies**

**The following underlying competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Specific behaviors may be identified and included later by the hiring agency. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:**

### **General Public Sector Competencies**

**Integrity/Honesty:** Models and demonstrates high standards of integrity, trust, openness and respect for others. Demonstrates a sense of responsibility and commitment to the public trust through statements and actions. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

**Work Ethic:** Conscientiously abides by the rules, regulations and procedures governing work. Exhibits a strong work ethic by being productive, diligent, conscientious, timely, and loyal.

**Service Orientation:** Seeks to understand and meets and/or exceeds the needs and expectations of consumers. Treats consumers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with consumers. Demonstrates a commitment to quality public service through statements and actions.

**Accountability:** Is productive and carries fair share of the workload. Accepts responsibility for actions and results. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards and mistakes. Has knowledge of how to perform one's job.

**Self Management Skills:** Maintains a positive attitude. Effectively manages emotions and impulses and appropriate balance between personal life and work. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches, shows flexibility to complete job within defined parameters. Is able to lead and follow. Avoids conflicts of interest. Promotes cooperation and teamwork.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy and concern; develops and maintains relationships. Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and resolve conflict situations.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations. Provides thorough and accurate information. Asks questions for clarification and to ensure understanding. Expresses

information to individuals or groups effectively, taking into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations.

**Self-Development:** Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles. Applies all information, training, and resources to advance to the next level.

### **Technical Competencies**

**Patient Care:** Provides care to consumers by means of personal hygiene, first aid, and the monitoring of patient conditions.

**Safety and Welfare of the Consumer:** Maintains a safe environment for consumers. Recognizes situations that require the care worker to take urgent action.

**Policies and Procedures:** Demonstrates the knowledge of applicable nursing policies and procedures.

**Legal Responsibility to Vulnerable Adults Act:** Recognizes and complies with the agency's policy on confidentiality. Abides by the procedures regarding the rights of the consumers.

**Understanding Diagnosis:** Understands the individuality of each consumer. This includes the needs exhibited by the consumer as well as his/her diagnosis.

**Patient Identification and Familiarization:** Is adaptive to an ever changing population with the ability to cope with the loss of consumers.

**Conflict Resolution:** Demonstrates the knowledge of physical and nonphysical behavioral interventions.

**Report Writing and Record Keeping:** Accurately maintain and document consumer information on charts and reports.

**Training and Instruction:** Provides instructional training to consumers.

### **Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Heavy Work:** May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Depth Perception:** Ability to judge distance and space relationships so as to see objects where and as they actually are.

**Field of vision:** Ability to observe an area up or down/left or right while eyes are fixed on a given point.

**Accommodation:** Ability to adjust focus.

**Color Vision:** Ability to identify colors.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening skills.

**Smell:** Ability to use the sense of smell to recognize and distinguish odors.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to stand; walk; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms stoop, kneel, crouch, or bend. The incumbent is occasionally required to sit and climb or balance.

**Experience/Educational Requirements:**

**Education:**

Successful passage of thirty (30) semester hours of junior or senior college course work.

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.