

Occ. Code 5557100

SECURE CARE TREATMENT AIDE 1, GRADE 11	5557100
DEVELOPMENTAL DISABILITIES SECURE CARE TREATMENT AIDE 1, GRADE 11	5557610

New York State Department of Civil Service

Classification Standard

NATURE OF WORK

Secure Care Treatment Aides 1 and Developmental Disabilities Secure Care Treatment Aides 1 treat and care for mentally ill or mentally retarded persons who are highly assaultive, suicidal and dangerous to themselves or others. They provide a safe, secure stable environment within which these severely disturbed and agitated patients can be given the intensive care needed for stabilization and treatment.

Positions in this class exist only in secure care treatment units of psychiatric and children's psychiatric centers operated by the Office of Mental Health and secure care treatment units of developmental centers operated by the Office of Mental Retardation and Developmental Disabilities.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS

This is the first full performance level for clinical paraprofessionals in a secure care treatment unit setting. Patients in these units, individually and as a group, are more dangerous and more difficult to treat than patients in other units within the psychiatric or developmental center, and Secure Care Treatment Aides 1 must successfully complete a course of at least ten days of intensive specialized training within the first six months of employment in the unit. The secure care treatment unit setting distinguishes these positions from Mental Health Therapy Aides, while Secure Care Treatment Aides 1 care for mentally ill persons who are highly assaultive, suicidal and dangerous to themselves or others.

Classes such as Licensed Practical Nurses, Nurse 1's and Nurse 2's (Psychiatric) provide medical care for clients and perform specific nursing procedures and related therapy tasks for those requiring medical attention.

TYPICAL ACTIVITIES, TASKS AND ASSIGNMENTS

Sees to the safety of patients engaging in behavior dangerous to themselves or others.

- Applies physical restraints to acting out patients as ordered by a physician.

- Observes patients in restraint or seclusion and follows prescribed procedures in caring for such patients.
- Applies therapeutic techniques such as "talking down techniques" to stabilize acting out patients.
- To the extent qualified, may pass or assist in passing medications to patients.
- Provides close observation of high-risk suicidal patients with frequent notes recorded on patient's behavior.

Maintains order and a secure environment for patients, visitors and staff through the application of therapeutic methods and attitudes whenever possible.

- Orients new patients to the established policies and procedures of the Secure Care Unit.
- Conducts periodic checks to account for each patient as required by facility policies and procedures.
- Escorts patients to all off-ward activities within the facility and to all appointments and activities off the facility grounds.
- Escorts patients to and from meals and accounts for all eating utensils before patients leave dining area.
- Observes all patients during visits with friends and relatives to insure that no contraband is provided to patients.

Performs the typical activities, tasks and assignments of a Mental Health Therapy Aide as described in Classification Standard #5571300.

- Attends to the personal needs of a group of clients/patients who are unable to take care of themselves by grooming, feeding, washing and moving the individuals.
- Interests and entertains a group of clients/patients in recreational games and pastimes in order that they may develop skills in recognizing shapes, objects and colors, and develops body-mind coordination and social and individual awareness.
- In accordance with special instructions, may supply patients with individual doses of medication and attend to simple medical procedures in which there are no alternative courses of action to be followed.
- Within the framework of very special instructions and guidelines from a Therapist or a Therapy Assistant, coaches one or a group of

clients/patients through a series of structured exercises in support of a therapy program.

- Observes patient behavior and specific responses to therapy programs and medication and reports either by recording on a prescribed form or by orally informing a member of the therapy staff.
- Escorts clients/patients to therapy sessions, recreational activities, etc., to insure their safety and enjoyment and to provide personal guidance.
- May schedule the tasks and activities of other staff assigned to provide treatment and care to clients/patients.
- May order supplies necessary to care for the personal and treatment needs of clients/patients.

RELATIONSHIPS WITH OTHERS

The Secure Care Treatment Aide 1 and Developmental Disabilities Secure Care Treatment Aide 1 are the basic building blocks upon which the treatment team structure is built. These individuals may be designated to be responsible for participating in the treatment of four to eight specific male or female patients.

As a member of the treatment team, he/she will assist other team members such as the psychologist, the recreational therapist, the social worker, the psychiatrist, the nurse, and the occupational therapist in carrying out the treatment plan.

The Secure Care Treatment Aide 1 will meet regularly (at least one time per week) with the patients to which assigned, and may discuss with the patients general hospital rules, ward policies and patient/ward activities, responsibility of the patient in and outside the unit, and any individual problems that the patient may bring up.

In addition, the tasks assigned require conversations with relatives or close friends of patients in which general information about the patients' well-being, and, in some cases, behavior is exchanged. This does not involve an exchange of information concerning the patients' response to therapy or the physical and emotional well-being of the patient except in the most general and non-technical way.

NATURE OF SUPERVISION

Incumbents receive administrative supervision from a professional member of treatment team or higher level Secure Care Treatment Aides. They receive programmatic/clinical direction from professional members of the treatment team.

Some incumbents in this class may supervise less experienced Secure Care Treatment Aides. For the most part these positions are non-supervisory in nature.

MINIMUM QUALIFICATIONS

One year of □ permanent competitive experience as a Mental Health Therapy Aide or Licensed Practical Nurse position allocated to Grade 9 or higher. Incumbents must successfully complete at least ten days of intensive specialized training within the first six months of employment on a secure care unit as a part of the probationary period.

Candidates may also be required to take and pass a physical examination as well as a physical agility test prior to appointment.

Reviewed: 2/03

NOTE: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.