

## PSYCHIATRIC TECHNICIAN

### DEFINITION

To perform a variety of technical and professional duties in the provision of various mental health and drug and alcohol program services to individuals and groups.

### DISTINGUISHING CHARACTERISTICS

This is the journey level technical classification. Positions at this level perform the full range of duties as assigned, working independently and exercising judgment and initiative. Duties include the application of technical knowledge within the scope of responsibilities set by the Psychiatric Technician licensing regulations. Positions at this level receive instruction as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### SUPERVISION RECEIVED AND EXERCISED

Works under medical direction of the Psychiatrist; receives supervision from the Health Services Program Manager; provides medical guidance to lower-level staff.

### EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Provides evaluation, assessment, treatment and discharge planning for patients.

Performs physical assessments of mental health clients who have been prescribed medications or who will be prescribed medications.

Reviews and refills medication requests under physician's orders for individuals contracting for mental health services.

Completes medication treatment authorization requests; updates medication consent forms.

Administers injectable medications; dispenses medications to individuals at office site.

Reviews laboratory results.

Assesses medication side effects, patient response and compliance.

Communicates with and maintains cooperative working relationships with hospitals, physicians, board and care facilities, community agencies and pharmacies to coordinate treatment plans and services for clients.

Psychiatric Technician  
Rev.- 01/01/06  
Rev.- 01/01/07  
Rev.- 07/01/07  
Rev.- 01/01/08

M.O. #8-1/04/06  
M.O. #19b-1/4/07  
M.O. #19b-1/4/07  
M.O. #19b-1/4/07

Maintains up-to-date and accurate patient charts.

Provides effective case management as necessary.

Organizes, develops and conducts group therapeutic activities; coordinates special clinics as assigned.  
Provides individual counseling as required.

Provides information and training to individual patients and groups in a variety of areas.

Maintains sample medication inventory.

Participates in staff meetings.

Responds to emergency medical situations and provides crisis intervention during normal working schedule and after-hours as necessary.

May provide or make arrangements for client transportation.

Conducts staff training as assigned.

Attends training, workshops and continuing education as required or as appropriate.

Performs general administrative/office duties as required, which may include answering the telephone, copying and filing documents, maintaining files, preparing reports and correspondence, entering computer data, etc.

Remains on-call evenings and weekends for crisis case and emergency situations.

Performs related duties as required.

QUALIFICATIONS:

Knowledge of:

Basic principles of psychology and sociology.

Social, environmental and physical aspects of mental and emotional disturbances and disorders.

Interviewing and counseling practices and techniques.

Community social services agencies, other organizations and their functions.

Principles, practices and techniques of alcohol and drug intervention and case management services.

Medications and their effect, indications and contraindications.

Causes, effects and methods of treatment for mental health diseases and disorders.

Causes, effects and methods of treatment for alcohol and drug abuse.

Methods of medical case recording and report preparation.

Pertinent federal, state and local laws, codes and regulations.

Ability to:

Interview and counsel clients.

Provide effective case management and take effective courses of action.

Keep accurate case records and prepare reports.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Maintain confidentiality as appropriate.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

Two years of responsible experience in the provision of psychiatric technical services and/or counseling.

Training:

High school diploma or GED equivalent supplemented by the successful completion of a psychiatric technician program at an accredited school or college.

LICENSE OR CERTIFICATE

Must possess license as a psychiatric technician or vocational nurse as issued by the state of California.

Classification Code:	3336606
Bargaining Unit:	40
FLSA Status:	Y
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"