

Northeastern Center, Inc. NOTICE OF OPEN POSITION

Order Key #: 2118
 Job Key #: 29 Inpatient Tech
 Date Posted: 03/23/2021
 Date Closed: 03/30/2021
 Work Location: Northeastern Inpatient Hospital
 Department: 11 Inpatient Services
 Shift: Second Shift
 Position FTE: 100
 New Position: No

Duties: A technician, under the direction of a Registered Nurse, shall be responsible for assisting the professional nursing, medical and ancillary staff with activities of direct patient care. Upholds Northeastern Center's standards in maintaining quality consumer care. With the direction of nursing staff, works within the framework of a multidisciplinary team approach. Maintains a safe, clean environment, observes patient behavior, initiates therapeutic interaction and documents pertinent information. Provides supportive services to promote optimal patient care.

Education Requirements: High school diploma

Licensure Requirements: Must possess a valid Indiana driver's license with the ability to obtain the For Hire endorsement.

Experience Expectation: Experience in the mental health field preferred.

Salary Classification: Mental Health Technician (non degreed)

Submit Application To Human Resources

Signed: 

Date: 3/23/21

Northeastern Center, Inc.
POSITION OPENING

Position Title: Inpatient Tech

Position Type: Clinical

Position Location: Northeastern Inpatient Hospital

Shift: 2nd Shift

Full or Part Time Status: Full Time

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Date Position Opened: 03/23/2021

NORTHEASTERN CENTER, INC.

Subject: IP-Mental Health Technician

TOPICAL AREA: Job Description
POLICY NUMBER: JD1160

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PROGRAM BOOKS FILED UNDER: Human Resources (PS)
Inpatient Services (IP)

DOCUMENT TYPE: Policy Procedure Statement of Information

DATA LOCATION: \POLDOC\JD1160

DATE ISSUED: June 10, 2002

LAST REVIEW DATE: January 1, 2019

LAST REVISION DATE: January 1, 2019

SUPERSEDES: January 1, 2010

ISSUED BY: Chief Clinical Officer

NEXT REVIEW DATE: January 1, 2021

REVIEW RESPONSIBILITY: Chief Clinical Officer

POSITION SUMMARY:

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JOB RELATIONSHIPS:

- A. Reports to: Charge Nurse
- B. Supervises: None

DUTIES AND RESPONSIBILITIES:

Essential Functions

- 1.0 Consistently uses effective communication (verbal and nonverbal) skills in interactions with clients and their families, coworkers and ancillary personnel, while maintaining confidentiality and privacy of clients.
- 2.0 Follows Assessment/Problem/Intervention/Evaluation (APIE) format. Correlates the Care Plan to client behavior. Ensures charting is always legible, signed, dated and includes, but is not limited to: behavioral observations, admission/discharge information, vital signs, and client teaching.
- 3.0 Performs duties in a safe, efficient, and timely manner while maintaining the dignity of the client. Assists the client in achieving his/her optimal level of functioning physically and mentally by supporting positive independent behaviors.
- 4.0 Completes training in non-violent crisis intervention and therapeutic crisis intervention and demonstrates competency in the use of all techniques.
- 5.0 Demonstrates the following examples of expected skills: obtaining vital signs, appropriate security room procedure, assisting clients to perform ADL's adequately and as independently as possible and completes all recording assignments.
- 6.0 Maintains clean, orderly work area in accordance with established work schedule. Identifies equipment in need of repair or replacement and initiates work orders as necessary. Insures building is maintained in safe condition by reporting areas of repair and completing work order.
- 7.0 Assists in generating client chart upon admission to be inclusive of all required components. Maintains client records in a neat, orderly manner. Files client information in appropriate chart sections as necessary.
- 8.0 Utilizes non-patient care time for professional development through active participation in continuing education and other professional growth activities.

- 9.0 Demonstrates active participation in health care team and community through teaching and role modeling.
- 10.0 Completes yearly required in-services and meets educational goals established on last performance review. Completes various educational opportunities that are client related to adult, adolescent, CD, or Psychiatric issues.
- 11.0 Identifies and meets yearly independent study goals. Performs in a proactive manner to obtain additional education that is job related. Shares knowledge with peers on ongoing basis.
- 12.0 Provides services with respect for human dignity and the uniqueness of the patient; unrestricted by consideration of socio-economic status, personal attributes, or the nature of the health problems.
- 13.0 Maintains competency in knowledge and skills. Demonstrates the ability to perform skills specific to the patient population identified in unit – adolescent, adult, life challenges, developmental needs and acquires knowledge of psychiatric and substance abuse issues.
- 14.0 Responsible for exercising regular and punctual attendance; complies with NEC policies regarding absenteeism and tardiness.
- 15.0 Treats patients/family members, guests, health care team members and other associates with care, courtesy and respect. Consistently anticipates the needs of clients and puts those needs first. Demonstrates commitment to service and contributes to creating a positive, caring environment.
- 16.0 Adheres to NEC Confidentiality Policy which includes verbal, written, computer generated, computer accessed, filmed and recorded information related to patients, their family and visitors, staff, physicians and clients. Responsible for the protection of confidentiality of data at all times.

Professional Competencies

- 1.0 Understands basic concepts of mental illness:
 - 1.1 Knows major psychiatric diagnoses (defines symptoms).
 - 1.2 Identifies significant changes in the disease process (perception, thought, mood behavior).
 - 1.3 Identifies healthy lifestyle criteria and therapeutic intervention techniques.
 - 1.4 Has basic understanding of psychotropic medication (their purpose, side effects and any adverse reactions).
 - 1.5 Has basic knowledge of group interactions and group dynamics.
- 2.0 Possesses learned skills basic to the job duties:
 - 2.1 Understands psychosocial rehabilitation principles as they relate to technician services.
 - 2.2 Adequately assesses and appropriately documents functional status as assigned.
- 3.0 Self-Maintenance:
 - 3.1 Adheres to work schedule.
 - 3.2 Takes responsibility for own continuing education.
 - 3.3 Maintains identification with appropriate professional organizations.
- 4.0 Transference/Counter-transference Issues
 - 4.1 Separates own needs and personal agenda (sexual, religious, political, etc.) from that of client's.
 - 4.2 Maintains objectivity.
 - 4.3 Keeps appropriate distance - not too close, not too detached.
 - 4.4 Maintains appropriate attire for job.
- 5.0 Adheres to NEC Confidentiality Access to and Release of Client Information policy CR0100.

Non-Essential Functions

- 1.0 Attends team conferences on assigned unit. Participates in individual treatment planning sessions as needed.
- 2.0 Assists as required in orientation and evaluations of personnel. Assists as requested in conducting in-service programs.
- 3.0 Performs other related duties as needed.

Recordkeeping Assignments

- 1.0 Completes attendant paperwork as assigned by supervisor.
- 2.0 Maintains documentation and retains in the clinical record within 24 hours of contact.
- 3.0 Progress notes address goals and objectives in the current treatment plan per note written.
- 4.0 Meets deadlines on other assigned tasks (surveys, incident reports, QI reports, etc.).
- 5.0 Maintains records/reports in an organized and efficient manner and in compliance with Quality Improvement standards and policy standards.

Treatment Facilitation

- 1.0 Demonstrates ability to establish and maintain effective working relationships with all consumers.
- 2.0 Facilitates consumers' goal toward increased independence by directing (vs. doing) and guiding (vs. enabling).
- 3.0 Is both confrontive and supportive as needed.
- 4.0 Accepts responsibility to deal with crisis and emergencies effectively and in a timely manner as needed.

Intra-agency Issues

- 1.0 Participates effectively as a team member by cooperating with treatment efforts and communicating needed information to others.
- 2.0 Uses supervision effectively and as warranted.
- 3.0 Demonstrates ability and willingness to give and receive constructive criticism.
- 4.0 Serves on committees, task forces, etc., as assigned per expectation(s).
- 5.0 Performs related duties as required.

Interagency Issues

- 1.0 Obtain information, per release(s) and as needed, from other professionals and outside agencies.
- 2.0 Advocates on behalf of individual within the community and/or inside the agency.
- 3.0 Maintains cordial working relationships with internal and external referents and providers.

QUALIFICATIONS:

- 1.0 Education: High School education
- 2.0 Experience: Experience in the mental health field preferred.
- 3.0 Classification: Mental Health Technician
- 4.0 FLSA: Non Exempt
- 4.0 Essential Duty Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 4.1 Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
- 4.2 Reasoning Abilities: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- 4.3 Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

5.0 Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 5.1 While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to stand and climb or balance.
- 5.2 The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

6.0 Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- 6.1 While performing the duties of this job, the employee occasionally is exposed to fumes or airborne particles.
- 6.2 The noise level in the work environment is usually moderate.