

Special Attendant 1
Role: 005MA1 - Special Attendant 1

A Day in the Life:

The essential functions of this role are as follows:

- Ensure security of residents and maintain orderliness which occasionally requires restraining unruly, dangerous residents.
- Escort residents to and from various activity and therapy areas within building and off grounds for medical, dental, or legal needs ensuring maximum security.
- Assist in the implementation of resident's treatment plan.
- Monitor patients during meals, classroom time, bathroom time, and in general areas.
- Observe, report, and record the condition and behavior of residents.
- Demonstrate therapeutic interventions using the principles of de-escalation, re-direction, and approved techniques for prevention and management of behavior.
- Assist residents in cleaning and caring for their living areas, clothing, and supplies.
- Secure doors, search visitors, operate radio system, issue keys, and escort visitors to various areas of the unit.
- Conduct searches of patient's rooms, searching for possible contraband, and ensure the safety of each patient.
- Provide motivational techniques, counsel, teach, and demonstrate daily living skills as prescribed in the individual treatment plan.
- Conduct ongoing assessments of clients' training needs to meet treatment plan objectives for transitional living.
- Advise clients regarding appropriate social behavior.
- Provide a safe environment for the client that will be conducive to learning and promote self-esteem and self-sufficiency.
- Coordinate client activities under the direction of a professional by adapting prescribed treatment plans to individual client needs.
- Develop clients' community living skills through activities such as daily living skills exercises (grocery shopping, accessing public transportation, locating community providers, etc.).
- Maintain clients' money and distribute it as appropriate to individual treatment programs (e.g., to teach budgeting skills).
- Assist in carrying out occupational therapy/recreational therapy programs to maximize an individual's capacity for independent living.
- Perform routine clerical functions, including scheduling, ordering supplies, filing progress notes, and answering ward/unit telephone.
- Obtain drugs from the pharmacy and administer and chart medicine under a Registered Nurse's direction.
- Assist in managing the aggressive behavior of clients.
- Perform basic first aid in case of patient injury, such as applying antiseptic, bandages or utilizing CPR techniques and Heimlich maneuver as necessary.
- Workday attendance at assigned worksite(s) is an essential function of this position.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time.

What You'll Need for Success:

The ideal candidate in this role should minimally have either

- a High School Diploma or HSE diploma, and
- at least 1+ years of experience applying the below, outlined knowledge, skills, and abilities in a similar role.

Related certifications and coursework may be considered for education or experience.

- Certified or willing to become certified in professional rescuer CPR/AED.
- Specialized knowledge of, and ability to apply, psychiatric nursing care practices including administering medications.
- Ability to write reports and keep records and charts accurately.
- Ability to respond effectively in emergency situations.
- Specialized knowledge of, and ability to apply, behavior modification, self-defense and restraining techniques as needed without injury to residents.
- Working knowledge of resident's behavior and ability to anticipate and deal with behavior changes on a daily basis.
- Working knowledge of institution and unit procedures.
- Ability to perform and assist residents in performing housekeeping duties and daily living activities.
- Specialized knowledge of the principles and methods needed to ensure therapeutic rehabilitation programs.
- Specialized knowledge of needs of mentally ill client groups.
- Practical knowledge of teaching techniques such as motivation, progress assessment, charting and behavior modification procedures with the ability to apply these skills as required.
- Ability to operate routine medical equipment.
- Ability to complete required documentation in a timely and accurate manner.
- Ability to legally operate a motor vehicle in the State of Indiana.
- Ability to maintain and distribute client trust accounts.
- Ability to recognize behaviors in clients or others and take appropriate action.
- Working knowledge of existing mental health provider systems.
- Able to perform essential functions with or without reasonable accommodation.

Supervisory Responsibilities/Direct Reports:

This role may be utilized in a supervisory capacity based on agency needs.

Difficulty of Work:

Work requires applying moderately complex teaching/learning principles to provide therapeutic programming for transitioning clients to the community.

Responsibility:

The Special Attendant will independently provide therapeutic programming to clients and reports to professional staff member. This role has authority to make changes/modifications to treatment plans as appropriate and actively participates in decision of outplacement of transitioning client. General supervision is provided and assistance may be given if requested. Judgment is necessary when recommending outplacement, changing treatment plans and when emergency situations arise. Errors in job performance,

which are undetected, could cause substantial discomfort and/or distress to clients and embarrassment and/or liability for the institution.

Personal Work Relationships:

A high level of judgement and effective communication is required during times of contact with residents or incarcerated individuals.

Residents or incarcerated individuals may have family, friends, community partners and/or other interested parties come to the facility requesting information or to visit with the person according to policies and procedures.

This individual will be expected to partner with agency personnel and related stakeholders working towards completion of assigned functions. Exceptional customer service is provided to agency partners and/or the general public.

Physical Effort:

Depending on the duties performed or environment setting, frequent walking, standing, climbing stairs or ladders, bending, stooping, pushing, pulling and/or similar movements may be involved.

This role requires above average strength when restraining one or more patients or incarcerated individuals as per departmental policy and procedure.

This role requires the ability to lift patients and push wheelchairs in some cases.

Working Conditions:

This role may experience periods of high stress and/or pressure.

There is potential for exposure to infectious diseases in this role.

This role performs work in a state operated hospital facility.

This role requires a high level of attention and safety due to work activities having risk of injury or loss of life.

Competencies

- Acting Decisively
- Critical Thinking
- Resolving Conflict
- Prioritizing and Organizing Work

Last Updated (By and Date)

N.Mamgain 10.4.2024 (Rewrite Complete 4.22.22)