

**DUTY STATEMENT**

GS 907T (REV. 04/02)

**SHADED AREA FOR HUMAN RESOURCES ONLY****INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-

**EMS**

EFFECTIVE DATE:

1. <b>DGS OFFICE OR PATIENT AGENCY</b> <b>Emergency Medical Services Authority</b>	POSITION NUMBER (Agency - Unit - Class - Serial)
2. <b>UNIT NAME AND CITY LOCATED</b>	3. <b>CLASS TITLE</b> <b>Psychiatric Technician</b>
4. <b>WORKING HOURS/SCHEDULE TO BE WORKED</b>	5. <b>SPECIFIC LOCATION ASSIGNED TO</b>
6. <b>PROPOSED INCUMBENT (if known)</b>	7. <b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 312-700-8232-906

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. **BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the general supervision of the Supervising Registered Nurse and/or Physician and Surgeon designated for deployment, the Psychiatric Technician (PT)/Mental Health Specialist (MHS) is a member of an assigned California Medical Assistance Team (CAL-MAT). The PT/MHS assists in the planning and implementation of mental health services for disaster victims and their families, and initiates special efforts to develop resources to serve the special needs of infants and children during disaster situations.

9. Percentage of time performing duties      10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*

The PT/MHS will:

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| 35% | <ul style="list-style-type: none"> <li>• Conduct an appropriate clinical assessment of mentally or developmentally disabled patients and develop and implement an appropriate treatment plan.</li> <li>• Provide a basic level of general behavioral and psychiatric nursing care to mentally or developmentally disabled patients affected by a disaster or major emergency.</li> </ul>   |
| 30% | <ul style="list-style-type: none"> <li>• Perform nursing procedures such as administering medications and treatments, including oral medications, hypodermic injections as required by the treatment plan and/or the patients' condition.</li> <li>• Record temperature, pulse, blood pressure and respiration of patients.</li> <li>• Observes patient's physical condition and behavior and reports significant changes to the Supervising Registered Nurse and/or Physician and Surgeon, and records nursing notes on patients/disaster survivors.</li> </ul> |

11. **SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

12. **EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
20%	<ul style="list-style-type: none"> <li>Coordinate with other clinicians on the CAL-MAT team to provide an overall treatment program for the patients/disaster survivors under their immediate care. Collaborate with local mental health programs and services in implementing and coordinating mental health services for patients/disaster survivors.</li> </ul>
15%	<ul style="list-style-type: none"> <li>Creates a safe and therapeutic environment for patients.</li> <li>Perform first aid as needed.</li> </ul>
<p><b>KNOWLEDGE AND ABILITIES</b></p> <p>Knowledge of: Fundamentals of nursing care, general behavioral and psychiatric procedures, patient behavior and mental health principles and techniques involved in the care and treatment of individual or groups of mentally or developmentally disabled patients; current first-aid methods; medical terminology; pharmacology; cardiopulmonary resuscitation; Management Assaultive Behavior techniques.</p> <p>Ability to: Learn and apply general behavioral and psychiatric knowledge, skills, and attitudes; establish effective therapeutic relationships with mentally or developmentally disabled patients; carry out occupational, recreational, vocational and educational programs for patients; follow directions; keep appropriate records; analyze situations accurately and take effective action.</p> <p><b>Drug Testing Requirement</b></p> <p>Applicants for positions in this class are required to pass a drug screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.</p> <p><b>Special Requirements</b></p> <p>Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating 12 hour shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.</p> <p><b>Special Personal Characteristics</b></p> <p>An interest and a willingness to work in austere health care environment; understanding of the behavior of patients; emotional stability; patience; tolerance; tact; alertness; neat personal appearance; hearing and vision required for successful job performance.</p> <p><b>Special Physical Characteristics</b></p> <p>Possession and maintenance of sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering the health and well-being of the incumbent, fellow employees, patients, or the public.</p> <p><b>Travel within and outside the State of California is required for this position.</b></p> <p><b>Desirable Qualifications</b></p> <ul style="list-style-type: none"> <li>Knowledge of and/or experience in disaster planning and response, emergency medical services, public health administration and/or or a health/ medical background; principles and techniques of organization, administration, and management; purposes, activities, and legislation of the Emergency Medical Services Authority.</li> <li>Excellent leadership and problem solving skills,</li> <li>Analyze situations accurately, make recommendations, and take effective action.</li> <li>Willingness to work as a team member with other professional staff; willingness to provide patient-oriented services.</li> </ul>	

**Interpersonal Skills**

- Work well as part of a team and independently as necessary
- Build good working relationships with constituents, colleagues, and consultants.

**Work Environment, Mental and Physical Abilities**

- Shall be required to work in the field, with a Mission Support Team, or location to provide assistance in emergency response and recovery activities.
- Ability to accept a 14 consecutive day deployment with the potential to decrease or extend (This means all personal appointments should be cleared before accepting this assignment).
- Ability to work irregular work hours (7 days a week, 12 hour shifts)
- Ability to function in austere living conditions such as base camp style (or similar) housing/lodging.
- Ability to self-sustain for first 24 to 72 hours.
- Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently.
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government.
- Ability to consistently exercise good judgment and effective communication skills.

**PHYSICAL ABILITY:**

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental, and emotional) situations as may be encountered during deployments without compromising their health and well-being, or that of their fellow team members or patients.