

Temporary Employment Opportunity

**Psychiatric Technician/LVN
Extra Help**

\$24.39 Per Hour

Mental Health Department

* Please indicate "Extra Help" in addition to the job title on your application.

Temporary Employment Opportunity

County of Sutter

Established:
Revised: 9/10/96, 10/30/01, 2/13/07
Salary Range: GNU36
FLSA: Non-Exempt

**PSYCHIATRIC TECHNICIAN
or
PSYCHIATRIC LICENSED VOCATIONAL NURSE**

DEFINITION

Under general supervision, performs a basic level of general and psychiatric nursing care for mentally ill or emotionally disturbed patients, and performs related work as required. Some assignments have full supervisory responsibilities for work activities of other staff.

CLASS CHARACTERISTICS

This class can be filled at the Psychiatric Technician or Psychiatric LVN level. Incumbents perform general psychiatric nursing work assignments involving providing patient care, monitoring the behavior of patients, and maintaining related records. Work involves independent judgment in determining the need for medical or security assistance. Incumbents may be responsible for supervision of other staff.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Provides acute or chronic psychiatric nursing care to patients/clients.
2. May direct the work activities of Mental Health Workers.
3. Communicates and interacts with patients using specialized techniques.
4. Plans, coordinates and participates in unit group and recreational activities.
5. Encourages patient participation in recreational and other group activities.
6. Develops daily plans and organizes goals for patients.
7. Assists patients in acquiring the knowledge and skills necessary for them to adequately cope with their ongoing mental illnesses.
8. Assists in the admission of new patients.
9. Receives and executes physician orders.
10. Observes and records patient behavior and reports any unusual conditions.
11. Consults with relevant staff concerning status of patients.
12. Obtains and records patient temperature, pulse, respiration and blood pressure rates.
13. Conducts inventories of controlled medications on each shift.
14. Prepares, dispenses and administers oral, subcutaneous and intermuscular medications.
15. Observes patients for possible medication reactions.
16. Provides education to patients about medications.

17. Participates in therapy sessions and staff meetings.
18. Provides a variety of medical assistance as needed.
19. Prevents or assists in preventing patients from injuring themselves or others.
20. Oversees ward or treatment center cleanliness.
21. Accompanies patients to designated areas of the hospital or to recreational areas off the facility grounds.
22. May transport patients/clients to appointments and outside facilities as needed.
23. Prepares documentation reflecting patient care, activities, progress, test results, etc.
24. Prepares and/or generates various correspondence and documentation.
25. Reviews various documentation and processes, forwards, or takes other action as appropriate.
26. Communicates with staff of adjoining shifts or other relevant staff to gather/exchange information.
27. Responds to requests for information or assistance.
28. Provides supervision, guidance and training to other staff members as assigned.

EXAMPLES OF MARGINAL DUTIES

1. Supervises and/or assists with bathing and personal hygiene of patients as needed.
2. Maintains inventory of departmental supplies and initiates requests for new or replacement materials.
3. Performs clerical duties, such as answering telephones, sending and receiving faxes, using the copy machine, filing, routing charts, etc.

MINIMUM QUALIFICATIONS

Knowledge of: Nursing techniques and their application; standard practices used in caring for the mentally ill or emotionally disturbed; currently recognized practical nursing theory and practice; psychiatric medication; CPR and first aid administration; basic mathematics; standard office equipment; clerical activities related to organization's programs and operations.

Ability to: Apply routine general and psychiatric nursing care to mentally ill or emotionally disturbed patients; exercise patience, initiative and judgment in recognizing symptoms indicative of adverse patient reactions; maintain confidentiality of patient/client information; establish and maintain effective interpersonal relations with individuals and groups; communicate effectively both orally and in writing; prepare and maintain accurate records of patient activities and progress; take initiative with patient interaction and in maintaining the work environment.

Education and Experience: Education as required for the Psychiatric Technician or Licensed Vocational Nursing Certification; some related experience desirable.

Special Requirements:

Essential Duties require the following physical skills and work requirements:

Ability to think and act quickly in emergencies; effectively deal with personal danger; maintain mental capacity which allows the capability of exercise sound judgment and rational thinking under varied circumstances; maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include assisting in subduing resisting individuals; must be able to support the weight of patients for brief periods of time in positioning/transporting; ability to operate and use a variety of health care equipment and tools.

License or Certificate: A valid license as a Psychiatric Technician issued by the California State Board of Vocational Nurse and Psychiatric Technician Examiners, or possession of a valid registration as a Licensed Vocational Nurse. May require possession and maintenance of a valid California Driver's License.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.



SUTTER COUNTY HIGHLIGHTS

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 93,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 950 positions with an annual budget of 190 million dollars.

HOW TO APPLY

Eligible applicants are **REQUIRED** to complete a Sutter County application. Applicants are also invited to submit any additional information in resume form. For additional information or to obtain an application, please contact the Sutter County Personnel Department at:

**Sutter County Personnel Department
1160 Civic Center Boulevard, Suite B
Yuba City, CA 95993**

Phone (530) 822-7113 FAX (530) 822-7191

Web Site www.suttercounty.org E-mail personnel@co.sutter.ca.us

TDD access through CA Relay Service: 1-800-735-2929

The Sutter County Personnel Department must receive applications no later than 5:00 P.M. on the final filing date. Postmarks will not be accepted.

Important Note: **Applications must be submitted to Personnel via mail, fax or delivered to our office. We are unable to accept e-mailed applications or resumes.**

SELECTION PROCEDURE FOR EXTRA HELP POSITIONS

Extra Help positions are on an as needed basis. Due to the large volume of applications that we receive for Extra Help positions there is no guarantee applicants will receive notification of an application's status, a Department interview, or an update that a position has been filled.

Applications will first be reviewed for minimum qualifications. Applications meeting the minimum qualifications will be referred to the department where the current opening exists. The Department will invite those candidates with the most directly related experience, education and training that meet the Departments' needs to an oral examination. Investigation of employment history and references may be conducted prior to appointment.

Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.

The above information is general in nature and does not constitute an expressed or implied contract.

The County of Sutter does not discriminate on the basis of race, religious creed, color, national origin, ancestry, medical condition (cancer-related only), mental or physical disability (including AIDS or HIV), marital status, sexual orientation, sex or age. Minorities, women and the disabled are urged to apply.

**Sutter County Personnel Department
1160 Civic Center Blvd., Suite B
Yuba City, CA 95993**