

New Horizons/ Hillsboro House/Mereliz

PISL/ IRTS/Clustered Apartments

Psychiatric Direct Care Aide

General Definition of Job Description

This is a non-professional psychiatric and medication aide position in the care and treatment of residents in an acute psychiatric independent supported living facility.

An employee at this facility performs basic non-professional psychiatric and general nursing work. Work involves establishing effective interpersonal relationships with co-workers and other members of the mental health team, contributing to the maintenance of a therapeutic environment and rendering basic nursing care. Close supervision is received from a qualified mental health professional.

Examples of Work Performed

- Observe, report and record significant changes in resident's behavior and physical condition.
- Assist with or participate in re-motivation, rehabilitation, re-socialization and behavior modification programs.
- Teach and assist residents in self help skills and social behaviors based on the level of functioning of each resident.
- Participate in specialized programs such as menu planning, food preparation, hygiene and self medication and individual interaction with residents.
- Perform general nursing care such as temperatures, pulses, respirations, blood pressures, blood sugar levels and general daily care of the residents.
- Maintain a safe, clean, agreeable home environment.
- Take appropriate actions in case of emergency situations to include administering CPR and first aide.

Conduct and document routine facility drills to include but not limited to: fire, tornado, power failure, etc.

Promoting client participation in staff initiated, agency provided and approved, activities to promote, learning, coping skills, exercise, etc.

Performing basic duties around the facility to include but not limited to: changing light bulbs, stocking shelves, tightening screws, unclogging toilets, etc.

Conducting shift change duties to include but not limited to: sharps counts, controlled substance counts, review of consumer's on leave of absences, updating on any medical or mental concerns, etc.

Perform related work as assigned such as taking residents to work, the Clubhouse, other events to include but not limited to appointments.

Providing encouragement, supervision and instruction to consumers regarding food preparation

Teach and assist in home management, house cleaning, clothing care and self-maintenance.

Prepare and administer (or supervise the consumer setting up **Mereliz Only** and providing routine checks to verify compliance) medication in accordance with the requirements of LIMA, verbally verifying the consumer receiving the medication and then ensuring an immediate visual mouth check to ensure consumer's medication compliance.

Provide clear, legible documentation on all duties performed during shift to include any and all assistance provided to a consumer.

Completion of and signatures, to include credentials on all daily documentation to include but not limited to: psychiatric flow sheets, shift change reports, consumer (client) movement logs, MAR's etc.

Complete documentation of all new consumer's to include clearly documenting consumer's belongings.

Provide physical searches of consumers returning from a pass or an unsupervised outing to ensure the consumer is not bringing any type of contraband into the facility.

Provide supervision of all consumer smoke breaks to include staff being responsible for any ignitable sources such as matches and or lighters.

To accept all incoming phone calls to the facility and evaluating them for an emergency situation and making the appropriate recommendations and contacts to the appropriate staff member and or emergency services.

To provide direction and support to all consumers with understanding the rules of the facility and redirecting them when they are contemplating a violation of those rules.

Reading all weekly Treatment Team Notes to ensure proper interventions are being provided to each consumer and signing them to ensure staff's understanding and willingness to follow those recommendations giving within each note.

Required Knowledge, Skills and Training

- Will be trained as a Level I Medication Aide. Said training is required to be recertified every two (2) years.
- Will administer oral, topical, rectal and vaginal medications after being certified by the professional nursing staff.
- Will have working knowledge of the general care and treatment of residents including basic nursing, CPR, first aide and emergency treatment.
- Will have working knowledge of elementary psychiatric nursing methods and principles and skills in their application in the care and treatment of the mentally ill.
- Will have working knowledge of the general nature of mental illness and ability to recognize and meet the emotional and physical needs of residents.
- Will have the ability to give first aide and CPR and perform emergency treatments as instructed.
- Will have the ability and knowledge to respond in emergency situations such as fire, severe weather events and other disasters.
- Will have the ability to accurately report and record all observations for side effects.
- Will have the ability to understand and follow oral and written directions from a doctor or nursing staff.

- Will have the ability to accept and adapt changes in assignments, methods, policies, etc.
- Will have the ability to inventory personal effects of residents upon admission to check for contraband articles.
- Will have the ability to conduct body searches of residents after off grounds passes to search for contraband articles.