



# Psychiatric Aide

I

Class Code:  
2518

Bargaining Unit: Miscellaneous

COUNTY OF SISKIYOU  
Established Date: Sep 4, 2022  
Revision Date: Nov 17, 2022

## SALARY RANGE

\$18.48 - \$23.03 Hourly  
\$1,478.40 - \$1,842.40 Biweekly  
\$3,203.20 - \$3,991.87 Monthly  
\$38,438.40 - \$47,902.40 Annually

## DESCRIPTION:

**The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer.**

**We welcome applicants of any race, religion, or ancestry.**

For exact salary information please refer to the current salary schedule. [County Website](#)

### General Statement of Duties

Under close supervision, assists behavioral health professionals in providing a variety of behavioral health services; obtains information from clients; monitors and documents client conduct; assists with client care and performs general clerical duties as needed. This is the entry-level classification for the Psychiatric Aide series. Work is generally performed in an outpatient setting with the emphasis on support for program services. This class is distinguished from the Psychiatric Aid II in that the latter provides non-professional psychiatric nursing services and requires two (2) years of experience in a health or social services field.

### Supervision Received and Exercised

Receives direct supervision from assigned supervisory or management personnel. No direct supervision of staff is exercised.

## EXAMPLES OF DUTIES:

- Obtain vital signs
- Client Care Coordination
- Performs various administrative duties as necessary, including answering the telephone, scheduling and confirming appointments, maintaining files, copying and filing documents, entering computer data, attending meetings, procuring supplies, etc.
- Assists assigned nursing or other professional staff contacting clients to verify appointments, arrange transportation or meet other client needs as directed.
- Provides transportation for clients to services or appointments in the community.
- Observes and records clients' behavior and/or reactions to treatment.
- Participates in team meetings to develop client treatment plans.
- Assists in maintaining an orderly, safe and supportive environment for clients, staff and visitors at assigned facilities.
- Provides support to clients, and advocates for client needs with program staff.
- Attends various training classes, meetings, etc., to enhance job knowledge and skills.
- Provides information to clients regarding the recovery process under the direction of professional staff.
- Monitors referrals to County and private services to assess client follow through at the direction of professional staff.
- Performs a variety of housekeeping duties, such as cleaning rooms and bathrooms, dusting, vacuuming, washing windows and carpets, and arranging for client's laundry and bed linens to be cleaned.
- Enters and retrieves data and other relevant information to/from computer databases.
- Maintains a variety of files; maintains and orders office supplies as necessary.
- Compliance with all provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPPA) if assigned to the Health Services Agency.
- Compliance with all relevant laws and regulations regarding confidentiality.
- Performs related work as required.
- Collaboration of care on the unit and with community partners.
- Rooming clients in Tele-health setting.
- Assist clerically with caseload management and scheduling.

#### **Knowledge Of:**

- Simple psychiatric nursing procedures;
- Behaviors of mentally and emotionally disturbed persons;
- Recovery process principles;
- Daily hygiene of patients;
- Available community resources;
- Safety protocols for the handling of patients;
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work;
- Safe driving techniques for all weather situations; may require defensive driving skills for safe operation of County vehicles;
- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures;
- Modern office practices, methods and computer equipment;
- Record keeping principles and procedures;
- Computer applications related to the work;
- English usage, grammar, spelling, vocabulary, and punctuation.

#### **Ability To:**

- Read and write at a level sufficient for successful performance of job duties;
- Follow, in exact detail, oral and written instructions of a technical nature;
- Understand and interpret state laws governing the involuntary treatment of patients;
- Maintain accurate and complete records with confidentiality;
- Attend to the physical and simple nursing care needs of patients;
- Work independently and as a team member;
- React quickly, calmly and professionally in emergency, emotional and/or stressful situations;

- Establish and maintain effective working relationships with those contacted in the course of the work;
- Operated modern office equipment including computer equipment and specialized software applications programs;
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work;
- Use English effectively to communicate in person, over the telephone and in writing.

## **TYPICAL QUALIFICATIONS:**

Any combination of training or experience that would provide the knowledge and skills to successfully perform the listed duties is qualifying. A typical way, but not required, to obtain the required knowledge and skills would be:

- Equivalent to the completion of twelfth (12th) grade.
- At least one (1) year of experience in a health or social services field, preferably with individuals with mental health disorders.
- Other combinations of education and experience may be considered.

License and Special Requirements:

- Requires a valid California driver's license.
- Must possess, or be willing to obtain, a national provider identifier (NPI).

## **SUPPLEMENTAL INFORMATION:**

### **Physical Demands:**

Requires the ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include lifting/transporting patients and de-escalation of individuals; minimal dexterity in the use of fingers, limbs and body in the operation of office equipment. Requires the ability to maintain effective audio-visual discrimination and perception required for making observation and communicating with others. Position often requires standing in work areas and walking between work areas. This position may require stamina for long distance or all-day driving of vehicle. Employees must be able to support the weight of patients for brief periods of time, which requires the ability to lift, carry, push, and pull, more than 75 pounds occasionally and frequently 50 pounds or more, as necessary to perform job functions, with assistance when available.

### **Working Conditions:**

Tasks require exposure to illness/disease, strong odors, harsh chemicals and cleansing agents, other skin irritants and to stressful, crisis and/or potentially dangerous situations. Employees may work varying shifts schedules including nights, weekends, and/or holidays.

## **SPECIAL REQUIREMENTS:**

- Requires a valid California driver's license.
- Must possess, or be willing to obtain, a national provider identifier (NPI).

## **KNOWLEDGE OF::**

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- Behaviors of mentally and emotionally disturbed persons;
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