



# Psychiatric Aide II

Class Code:  
2519

Bargaining Unit: Miscellaneous

COUNTY OF SISKIYOU  
Established Date: Sep 27, 2022  
Revision Date: Nov 17, 2022

## SALARY RANGE

\$21.24 - \$24.00 Hourly  
\$1,699.20 - \$1,920.00 Biweekly  
\$3,681.60 - \$4,160.00 Monthly  
\$44,179.20 - \$49,920.00 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 general supervision, assists behavioral health professionals in providing a variety of behavioral health services; obtains information from clients; monitors and documents client conduct; assists w/client care.

### Supervision Received and Exercised

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

## EXAMPLES OF DUTIES:

- Assists assigned nursing personnel by performing non-professional nursing care of mentally and emotionally disturbed clients.

- Receives, evaluates and documents crisis telephone calls, determines need for law enforcement intervention.
- Makes referrals to County and private services as appropriate.
- Receives and orients clients to crisis unit. Assesses clients' psychological status; gathers and records mental health history.
- observes and records clients' behavior and/or reactions to treatment, observes and records vital signs.
- Processes inpatient admissions.
- Provides various services to clients, including transportation to medical/psychiatric facilities, preparation and service of meals, laundry, etc.
- 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.
- Attends various training classes, meetings, etc., to enhance job knowledge and skills.
- 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.
- 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 (HIPAA) if assigned to the Health Services Agency.
- Compliance with all relevant laws and regulations regarding confidentiality.
- Collaboration of care on the unit and w/community partners
- Rooming clients in Tele-health setting.
- Assists clerically w/caseload management and scheduling.
- Performs related work as required.

#### **Knowledge Of:**

- Routine patient care and simple psychiatric nursing procedures;
- procedures and techniques of physical restraint;
- Behaviors of mentally and emotionally disturbed persons;
- Daily hygiene of patients;
- Available community resources;
- Safe driving techniques for all weather situations; may require defensive driving skills for safe operation of County vehicles;
- 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;
- 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;
- Recovery model principles;

#### **Ability To:**

- 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;
- Communicate effectively with persons from varying educational and culture backgrounds;
- Read quickly, calmly and professionally in emergency, emotional and/or stressful situations;
- Establish and maintain effective working relationships with those contracted in the course of the work;
- Operate modern office equipment including computer equipment and specialized software applications programs;

- Use English effectively to communicate in person, over the telephone and in writing;
- Work independently and as a team member.

## **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 two (2) years 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, including a health related certificate.

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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