

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
FORENSIC SECURITY ASSISTANT

JOB DESCRIPTION

Employees in this job participate in treatment programs, perform direct care duties, monitor and oversee activities of patients, and are responsible for security at the Center for Forensic Psychiatry.

There are three classifications in this job.

Position Code Title - Forensic Security Assistant-E

Forensic Security Assistant 8

This is the entry level. The employee, under close supervision as an on-the-job trainee, performs direct care duties and monitors patients. Employees are required to attend, and successfully complete, structured departmental training programs prior to advancing to the intermediate level.

Forensic Security Assistant 9

This is the intermediate level. The employee performs an expanding range of Forensic Security Assistant duties and is expected to use increasing judgment in the application of departmental guidelines and procedures.

Forensic Security Assistant E10

This is the experienced level. The employee performs a full range of Forensic Security Assistant duties. The employee uses considerable judgment in making decisions requiring the interpretation and application of departmental guidelines.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience. However, positions performing a limited range of duties may not progress beyond the intermediate level.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Participates as a member of a unit treatment team in implementing patients' individualized treatment programs.

Oversees and participates in recreational activities with patients in a therapeutic manner.

Observes patients' activities to detect unusual or prohibited behavior, which might be a threat to the safety of patients, employees, visitors, or the security of the facility.

Attempts to modify patient's attitude and behavior through therapeutic interpersonal one-on-one or group interaction.

Assists medical staff in the administration of prescribed medication, and assists with medical emergencies and performs CPR and first aid as needed.

Observes and monitors patients' reactions to medication and/or while in seclusion or physical restraints. Records information and notifies supervisor of patients' activities as appropriate.

Observes critical incidents such as assaults on patients, employees, or visitors, and other situations threatening to the security of the facility, and prepares written reports.

Enforces rules and regulations to maintain order, prevent escapes, and protect patients, employees, visitors, and the facility.

Responds to disturbances by defusing the situation and/or isolating instigators using a prescribed therapeutic manner.

Conducts patient counts several times during the shift and transmits the information as required.

Conducts thorough searches of patients, patients' property, and facility grounds for prohibited items such as weapons, drugs, and other contraband.

Searches the grounds for escaped patients and may assist local law enforcement agencies.

Performs direct care tasks in overseeing or assisting patients with personal hygiene activities of daily living as needed.

Observes patients and prepares and maintains daily written records related to the work.

Follows infection control guidelines in caring for patients.

Transports patients to various locations outside the facility such as to courts, medical centers, or other state facilities ensuring that all procedures are followed.

Assists in the training of new employees.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, and considerable knowledge is required at the experienced level.

Knowledge of one-to-one and group mental health treatment procedures and techniques.

Knowledge of forensic patients' social, cultural, and mental health patterns of behavior.

Knowledge of mental illnesses and intervention techniques.

Knowledge of basic CPR and first aid procedures.

Knowledge of expected reaction to prescribed medication.

Knowledge of security procedures and techniques.

Knowledge of departmental rules, regulations, policies, and procedures.

Knowledge of the techniques of self-defense, crisis prevention, disturbance control, and detection of weapons and contraband.

Knowledge of direct care practices and procedures including standards of hygiene and infection control.

Knowledge of patient evaluation and reporting standards.

Ability to therapeutically interact with mentally ill patients.

Ability to apply current methods in the development of treatment plans for patients.

Ability to maintain composure and respond appropriately during stressful situations and emergencies.

Ability to learn and apply complex laws, rules, and regulations relative to the work.

Ability to successfully complete in-service education and training programs.

Ability to observe critically, obtain accurate data, and prepare reports.

Ability to operate a motor vehicle.

Ability to communicate effectively with patients, staff, and visitors.

Ability to model appropriate behavior to patients.

Ability to train and assist lower-level Forensic Security Assistants.

Ability to carry out oral and written instructions.

Working Conditions

The job is located in a maximum security, state forensic, psychiatric facility and requires direct contact with patients.

The work is performed in an environment that may be extremely uncomfortable and where the work involves a significant chance of incurring a disabling or life-threatening injury.

The work is performed where exposures to blood borne pathogens, hazardous waste, chemicals, and other hazards can occur.

An employee may be assigned to work any day of the week or on any shift. Mandatory overtime may be required.

Physical Requirements

Employees are required to perform strenuous tasks requiring muscular strength and coordination, cardiovascular endurance, and the ability to physically manage patients.

The job duties require an employee to be absent of any physical limitation which would impair effective performance.

Education

Completion of 21 semester (32 term) college credits including 15 semester (23 term) credits in one or a combination of the following: counseling and guidance, psychology, sociology, social work, human services, social services, criminal justice, criminology, family relations, pastoral counseling, nursing, occupational therapy, or recreational therapy.

Experience

Forensic Security Assistant 8

No specific type or amount is required.

Forensic Security Assistant 9

One year of experience equivalent to a Forensic Security Assistant 8.

Forensic Security Assistant E10

Two years of Forensic Security Assistant experience including one year as a Forensic Security Assistant 9.

Special Requirements, Licenses, and Certifications

Eighteen years of age at time of employment.

Willingness to submit to a thorough background investigation designed to measure the applicant's suitability for forensic security assistant work.

Successful completion of required training programs.

Possession of a valid driver's license.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

FRSCASST

Job Code Description

FORENSIC SECURITY ASSISTANT

Position Title

Forensic Security Assistant-E

Position Code

FRSCADEE

Pay Schedule

C12-006

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01/12/2020