

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

SECURITY THERAPY AIDE I

POSITION CODE: 39901

Effective: 5/1/10

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, performs routine tasks in dispensing therapeutic custodial care to individuals with mental illness in a forensic residential setting; oversees the movements, conduct, activities and basic care of individuals under his or her jurisdiction; assists in the orientation of newly admitted individuals; provides sub-professional counseling; prepares routine reports concerning individual behavior, progress and response to treatment of medication; confers with superiors concerning special problems.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Participates in overall individual care; assures that orders of professional staff are carried out to the individuals within area of assignment.
2. Oversees the movement of individuals on inter-unit transfers, to individual and group therapy locations, or to areas of recreation; keeps perpetual count of individuals and checks for unauthorized objects or materials.
3. Assists in the settlement of minor disputes among individuals; resolves differences and complaints brought to his or her attention through personal observation or by complaints made by a member of the individual population.
4. Discusses with assigned individuals, areas of educational, vocational or recreational interests and makes recommendations to professional staff members on individuals' needs and desires; may participate in activities with individuals in area of assignment.
5. Maintains roster of individuals for specified area; makes periodic reviews and reports to supervisory personnel concerning individuals' counts and locations; writes reports to supervisory personnel on changes in behavior or incidents that occur.
6. Performs routine housekeeping duties to ensure the individual residential areas are maintained in a safe, clean and secure environment by sweeping, mopping floors, cleaning tables, removing trash and gathering/securing supplies and equipment.
7. Inspects assigned area for purposes of sanitation and safety; oversees the issuance of clothing and bedding to individuals; inspects bedding and wearing apparel and makes recommendations for replacement or condemnation.

SECURITY THERAPY AIDE I (Continued)

8. Assists in the on-the-job training of Security Therapy Aide Trainees in either classroom or facility settings; guides Security Therapy Aide Trainees assigned to living area.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of high school.

Requires successful completion of an approved Security Therapy Aide Training Program or equivalent experience.

Knowledges, Skills and Abilities

Requires ability to control and direct individuals with mental illness.

Requires ability to report and document unusual happenings, accidents and violations of rules.

Requires ability to understand and implement rules, regulations and policies of the assigned facility.

Requires ability to train individuals in performing required tasks.

Requires ability and willingness to give and follow orders.

Requires ability to recognize the importance of sanitation, and to apply regulations as directed.

Requires ability to protect self and others.

Requires ability to understand and effectively carry out oral and written instructions.

Requires ability to maintain a sympathetic attitude toward individuals.

Requires freedom from personality or character defects which would interfere with effective treatment of individuals with mental illness under conditions of maximum security.

Requires ability to think clearly and exercise initiative in emergency situations.

Requires ability to maintain satisfactory working relationships with others.

May require possession of an appropriate valid driver's license to transport individuals to court appearances, medical appointments and other needs outside of the facility.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.