

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

SECURITY THERAPY AIDE II

POSITION CODE: 39902

Effective: 5/1/10

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs responsible supervisory duties 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; responsible for the unit orientation of newly admitted individuals; provides sub-professional counseling; responsible for reports concerning assigned individuals; assists in the settlement of disputes among individuals and/or staff and recommends appropriate actions to superiors; trains subordinate Security Therapy Aides.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises subordinates assigned to units, living areas, or locations within his or her realm of supervision; makes assignments to subordinates and assures adequate coverage to all areas under jurisdiction.
2. Actively participates in the continuing Security Therapy Aide Training Program; lectures to subordinate personnel and provides advanced training in the therapeutic custodial program.
3. Arbitrates disputes or differences among individuals; makes recommendations for disciplinary action and assures that they are effectuated.
4. Supervises inter-unit and inter-facility transfer of individuals; may supervise transfer of individuals to hearings; may escort civic, religious and medical personnel on tours of the facility.
5. Supervises the distribution of properly prescribed medications.
6. Reviews requisitions for clothing or bedding as submitted by subordinates; prepares pertinent records concerning individual behavior and progress.
7. Reviews recommendations for work and recreation assignments as made by subordinate personnel; approves and makes further comments on same; discusses the recommendations made by subordinates with professional hospital staff.

SECURITY THERAPY AIDE II (Continued)

8. Relieves superior aides during their absence; is responsible for reassigning subordinate personnel to meet day-to-day operational needs.
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 two years experience as a Security Therapy Aide, including successful completion of an approved Security Therapy Aide Training Program or equivalent experience.

Knowledges, Skills and Abilities

Requires working knowledge of facility rules, regulations and policies.

Requires working knowledge of the methods and techniques used in the therapeutic custodial care of persons under conditions of maximum security.

Requires ability to administer disciplinary, safety, security, custodial care and treatment measures.

Requires ability to train and supervise subordinates and individuals.

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

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

Requires ability to defend self and to assist in the instruction of fellow employees in protective measures.

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.

Requires ability to maintain satisfactory working relationships with public officials, investigatory and law enforcement agencies and fellow employees.

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.