

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

SECURITY THERAPY AIDE III

POSITION CODE: 39903

Effective: 5/1/10

DISTINGUISHING FEATURES OF WORK:

Under direction, performs responsible supervisory and administrative duties in dispensing therapeutic custodial care to individuals with mental illness in a forensic residential setting; assigns supervisory security therapists; assumes responsibility for the basic care and assignments of individuals; reviews recommendations of subordinates and, after approval, effectuates same; advises Security Therapy Aide IV and members of professional staff of any problems involved in rendering basic therapeutic care to individuals; orientates newly admitted individuals; assumes responsibility for a shift or acts as an overall assistant to the Security Therapy Aide IV.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises and assigns subordinates; makes unit rounds to assure all subordinates are posted and cognizant of routine or specialized assignments; reports infractions of rules by employees and individuals to administrative officials for appropriate disciplinary action.
2. Instructs subordinates in rules applicable to facility; explains changes in facility regulations or procedures to subordinates.
3. Assigns subordinates the duty of supervising the intra-unit or inter-facility transfers of individuals; assigns subordinates to escort individuals to hearings; may escort individuals to other units or other facilities.
4. Meets with professional staff to discuss individual treatment; makes recommendations to professional staff concerning inter-unit transfers of individuals, work or recreation assignments or treatment procedures; assures that subordinates carry out instructions of professional personnel.
5. Instructs security therapy personnel, professional personnel and other facility staff on matters of personal safety.
6. Receives and reviews all subordinates' recommendations as to safety, health or security hazards; personally inspects and reports hazardous areas and orders emergency repairs or procedures; responsible for all records and reports submitted by subordinates.
7. Inspects shops, dining rooms, units and recreation areas for sanitation, safety, and security; supervises individual counts; confers with Security Therapy Aide IV and facility administration on operational improvement.
8. Counsels and advises Security Therapy Aides on facility problems; counsels individuals and may participate in recreational or work projects.

SECURITY THERAPY AIDE III (Continued)

9. Assists in the selection and training of Security Therapy Aide Trainees.
10. Assumes the duties of the Security Therapy Aide IV in their absence.
11. 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 one year supervisory experience in security therapy work, including successful completion of an approved Security Therapy Aide Training Program or equivalent experience.

Knowledges, Skills and Abilities

Requires extensive knowledge and understanding of individual and group attitudes, and general behavior of individuals with mental illness under conditions of maximum security.

Requires extensive knowledge of modern principles and practices relating to custodial and therapeutic practices in the treatment of individuals with mental illness.

Requires extensive knowledge of rules, regulations and policies of the department and the facility.

Requires working knowledge of methods and techniques used in the treatment and discipline of individuals in a forensic residential setting.

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

Requires ability to train and supervise subordinates and individuals.

Requires ability to recognize character defects which would interfere with effective treatment of individuals with mental illness.

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

Requires sufficient mental maturity to report fellow employees for violations of rules that could endanger individuals or the facility.

Requires ability to defend self, and to instruct others in protective measures.

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

Requires ability to understand, formulate and effectively implement complex oral and written instructions.

Requires ability to engender and maintain a sympathetic attitude toward individuals among members of the security therapy staff.

Requires ability to maintain satisfactory working relationship 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.