

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

SECURITY THERAPY AIDE IV

POSITION CODE: 39904
Effective: 5/1/10

DISTINGUISHING FEATURES OF WORK:

Under general direction, responsible for a facility's therapeutic custodial care program for individuals with mental illness in a forensic residential setting; oversees facility safety, sanitation and security programs; directs the work of staff engaged in therapeutic custodial care; interviews and recommends the selection of Security Therapy Aide Trainees; assists in the administration of a Security Therapy Training Program; consults with professional staff concerning individual needs and progress.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises and assigns the work of all Security Therapy Aides.
2. Interacts with Security Therapy Aides for the purpose of instructions and counseling; instructs Security Therapy Aides Trainees during their formal period of training.
3. Conducts hearings for individuals violating facility standards of behavior; recommends corrective measures to appropriate administrative officials.
4. Processes incoming and outgoing individuals on advice of facility professional staff; coordinates intra- and inter-facility transfers of individuals.
5. Arbitrates disputes among individuals or staff.
6. Assumes responsibility for the inspection of facility for cleanliness, sanitation, safety and security; recommends and after approval, implements operational improvements.
7. Supervises the compilation of detailed daily, weekly, monthly and annual reports; collects data for special reports involving detailed research of facility records; prepares reports involving personnel; recommends promotions, transfers and discharge of employees.
8. Is responsible for the manning of all stations; relieves subordinates in emergency.
9. Assumes the duties of superintendent and assistant superintendent in their absence.

SECURITY THERAPY AIDE IV (Continued)

10. 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 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 thorough understanding of the attitudes, problems and behavior of individuals with mental illness under conditions of maximum security.

Requires thorough knowledge of methods of therapeutic custodial administration.

Requires thorough knowledge of department and facility rules, regulations and policies for the control of admitted individuals.

Requires ability to administer disciplinary, safety, security, 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 create and maintain public attitudes that reflect favorably on the overall department and facility mission.

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 security therapy staff.

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