



**New Directions<sup>®</sup>  
Northwest Inc.**

**Administrative Office**  
(541) 523-7400  
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Baker City, OR 97814  
[www.newdirectionsnw.org](http://www.newdirectionsnw.org)

Chief Executive Officer: Shari Selander

*New Directions for Positive Changes....*

*"Specializing in helping people with Alcohol, Drug, and Gambling Addictions, Mental Health, Developmental Disabilities and Prevention."*

## POSITION DESCRIPTION

Name: \_\_\_\_\_ Employment Status: **Part Time**

Program: **New Directions Behavioral Health & Wellness** Exempt/Non-Exempt: **Non Exempt**

Class Title: **Psychiatric Sitter / Behavioral Assistant** Effective Date: **2015**

General Purpose: **Psychiatric Sitter / Behavioral Assistant:** This is an on-call para-professional position that requires some experience with mentally ill children/adult or equivalent experience.

Supervision Received: By the FCC Supervisor and coordinates with crisis worker

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Assist the crisis team to maintain safety of an individual in crisis. The service will typically be provided at a respite room at a residential facility or the hospital.

- The Psych sitter will be present to sit in a chair outside the room to provide sight and sound supervision of the individual through the duration of the shift
- Psych sitter will respond within a timely manner to call from crisis worker
- Primary role is to monitor safety of individual who has been identified as unsafe to self or others
- Psych sitter will communicate with crisis team reporting unusual or unsafe behaviors
- Support individual to maintain safety within structured environment
- Fulfill all documentation requirements; incident reports, progress notes, and time sheets
- Perform other duties as assigned.

### PERIPHERAL DUTIES

As assigned.

### DESIRED REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience**

Any combination of education and work experience equivalent to a high school diploma and prefer two years of work experience with people with severe or persistent mental illness.

#### **Language Skills**

**Residential Intake Coordinator:**  
(541) 406-4999 Fax: 541-523-9237

**Baker House Adult Residential**  
(541) 523-6581 Fax: (541) 523-9237

**Elkhorn Adolescent Residential**  
(541) 523-8320 Fax: (541) 523-8325

**Recovery Village Women &  
Children Residential**  
(541) 523-4049 Fax 541-523-4062

**New Directions Program at Powder  
River Correctional Facility**  
(541) 523-9894 Fax: 541-523-8067

**New Directions Behavioral Health  
and Wellness**  
(541) 523-3646 Fax:(541) 523-7602

**Prevention Programs:**  
Substance Abuse  
Mental Health Promotion and Prevention

**Developmental Disabilities**  
(541) 523-8366 Fax: 541-523-4927

Ability to read and comprehend instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

**Valid Oregon Driver’s License**

Must possess a valid driver’s license and be insurable for client service purposes and for travel between business offices and to attend required meetings and/or trainings. Employee may also be required to provide client transportation on occasion. Utilize company owned vehicles when available.

**TOOLS AND EQUIPMENT USED**

Computer; phone usage; copy machine.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with and fully utilize their hands and arms. The employee is frequently required to stand, walk, talk and hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

Work shall be performed at the Outpatient Services Program and throughout the community at various locations. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to dress in a professional manner.

**Note to Employee:** *DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED OF THE SPECIFIC JOB REQUIREMENTS FOR THIS POSITION.*

Will you be able to perform the essential functions of this job, with or without reasonable accommodation?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If no, please explain requirements: \_\_\_\_\_

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND THE EMPLOYEE, AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.**

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Supervisor’s Signature

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