

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 5557610

Developmental Disabilities Secure Care Treatment Aide 1, Grade 11	5557610
Developmental Disabilities Secure Care Treatment Aide 2, Grade 14	5557620

Brief Description of Class Series

Developmental Disabilities Secure Care Treatment Aides treat and care for individuals with intellectual and/or developmental disabilities who are highly assaultive, suicidal, and/or dangerous to themselves or others. Incumbents provide a safe, secure, and stable environment where individuals can receive the intensive care needed for stabilization and treatment.

Positions are classified in secure care treatment centers of the Office for People With Developmental Disabilities (OPWDD).

Distinguishing Characteristics

Developmental Disabilities Secure Care Treatment Aide 1: under the supervision of a Developmental Disabilities Secure Care Treatment Aide 2, treats and cares for individuals within an OPWDD secure care unit.

Developmental Disabilities Secure Care Treatment Aide 2: supervisory level; oversees a group of Developmental Disabilities Secure Care Treatment Aides 1, and treats and cares for the most dangerous and difficult individuals.

Related Classes

Secure Care Treatment Aides perform duties similar to Developmental Disabilities Secure Care Treatment Aides, but are located at secure care treatment units within the Office of Mental Health.

Illustrative Tasks

Developmental Disabilities Secure Care Treatment Aide 1

Monitors individuals to prevent them from behaving in a way that is dangerous to themselves or others.

- Observes individuals in restraint or seclusion and follows prescribed procedures in caring for and treating such individuals.
- Applies therapeutic techniques such as talking down techniques to stabilize individuals.
- Provides physical and cognitive support to individuals to help them lead richer lives.
- To the extent qualified, may pass or assist in passing medications to individuals.
- Attends to the personal needs of individuals who cannot take care of themselves.
- Provides close observation of high-risk and suicidal individuals, recording frequent notes on the individual's behavior.
- Communicates with parents, guardians, or other stakeholders to obtain general information about individuals.
- Applies physical restraints to individuals as ordered by a physician.

Maintains order and a secure environment for individuals, visitors, and staff through the application of therapeutic methods and attitudes.

- Orients new individuals to the established policies and procedures of the secure care unit.
- Conducts periodic checks to account for each individual as required by facility policies and procedures.
- Escorts individuals to activities and appointments on and off facility grounds.
- Escorts individuals to and from meals, and accounts for all eating utensils before individuals leave the dining area.
- Escorts individuals to therapy sessions and recreational activities, and encourages them to participate.
- Directs individuals in recreational activities to help them develop mind-body coordination, and social and individual awareness skills.
- Observes individuals during visits with friends and relatives to ensure that no contraband is provided.

May participate in individual treatment teams, and assists in carrying out treatment plans.

- Following instructions and guidelines provided by clinical staff, coaches individuals through a series of structured exercises to support a therapy program.
- Teaches and reinforces communication techniques to meet individual's needs.
- Observes individual's responses to therapy programs and medication, and reports either by recording on a prescribed form, or by orally informing a member of the treatment team.
- Attends treatment team meetings and provides input on treatment plans.

Developmental Disabilities Secure Care Treatment Aide 2

Performs all the same tasks as a Developmental Disabilities Secure Care Treatment Aide 1, and supervises multiple Developmental Disabilities Secure Care Treatment Aides 1.

Minimum Qualifications

Developmental Disabilities Secure Care Treatment Aide 1

Open Competitive: a high school or equivalent diploma and successful completion of the Developmental Disabilities Secure Care Treatment Aide traineeship.

Developmental Disabilities Secure Care Treatment Aide 2

Promotion: one year of service as a Developmental Disabilities Secure Care Treatment Aide 1.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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