

MENTAL HEALTH TRANSPORTER

New Class No. : 6101
Written to Replace Class Spec: Transporting Mental Health Aide, 6101
Standard Occup. Classif. (SOC) Code: [31-9099.99 - Healthcare Support Workers, All Other](#)
Draft Date: 12-26-07

SERIES CONCEPT

This classification is responsible for providing transportation and basic direct care services to patients; transporting patients who are committed to a state hospital or health facility from various courts to the assigned hospital and assisting in any security functions, as needed.

Transports patients to/from medical appointments, placement interviews, and discharge destinations. Oversees care of assigned patients by attending to their basic physical and psychological needs while outside the hospital. Ensures patient's safety, comfort and security during all transports. Enforces rules of behavior in vehicle, on grounds and in buildings; searches for missing patients; monitors activities and behavior of clients; communicates with other hospital personnel concerning residents.

Drives shuttle bus carrying passengers, mail, records, equipment, supplies, classified documents and other assigned materials between facilities. Responds to emergencies and assists in the handling of difficult or combative patients.

Ensures the safety and security of patients, employees, visitors, and physicians within the boundaries of a hospital facility and provides assistance to visitors as an information resource; escorts visitors, staff, students and residents to and from buildings; responds to public inquiries and to management staff.

Cares for assigned vehicle by responding to accidents, parking incidents and other disturbances or situations; reports illegal entry to law enforcement and security personnel; reports disturbances and other incidents to law enforcement as necessary; assists law enforcement personnel upon request; Assists maintenance staff with equipment checks; issues and fuels vehicles; ensures vehicles are operable and equipped;

Completes daily shift logs and security reports, inspection reports and other paper work; processes maintenance work orders;

Operates office machines and distributes mail; answers phone; sets up portable electronic security equipment as necessary;

May provide back-up service in other hospital areas.

Promotes goodwill with the community; performs other duties as assigned.

MINIMUM QUALIFICATIONS & SKILLS

EDUCATION: High school graduation or GED AND

EXPERIENCE: One year of experience in areas of work such as: security guard, correctional officer or store investigations, or, police officer, police reserve officer, military police, or other law enforcement work.

CERTIFICATION/LICENSURE: Some positions may require a current Oregon Certified Nursing Assistant or Emergency Medical Technician license.

KNOWLEDGE/SKILLS:

- Knowledge of: rules of behavior; general safety precautions and fire hazards; methods and procedures in dealing with clients, visitors, staff; methods and procedures for searching for escapees and violators; fire fighting equipment and fire prevention methods; first aid; report preparation and writing; verbal communication skills; observation skills; law enforcement basics; investigation procedures.
- Ability to: learn rules and enforce them; follow written and oral instructions; meet emergencies and employ effective courses of action; write reports; investigate incidents and obtain pertinent information; observe and detect suspicious situations; communicate with staff, residents and general public; apply first aid; use fire fighting equipment.
- Demonstrated positive interpersonal and communication skills with colleagues, patients, families, physicians, and the community.