The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.
13. Carries out specific precautionary measures for patients.

14. Demonstrates awareness of total ward situation.

15. Uses limits, controls, and routines to therapeutic advantage for the patient.

16. Stock and supply patient rooms and nursing units.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to follow oral and written instructions.

2. Ability to communicate effectively with staff, students, patients, and the public.

3. Ability to maintain patient confidentiality.

4. Ability to provide care with regard to patient condition and age.

5. Knowledge of principles of sanitation and health hazards.

6. Ability to maintain effective working relationships.

7. Ability to collect patient data and maintain accurate records.

8. Knowledge of keyboarding and computer data entry skills.

9. Ability to lead, train and motivate employees.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

1. One year experience as a Psychiatric Nursing Assistant I or in a like position, and

2. Satisfactory completion of the established Psychiatric Nursing Assistant Training Program or an equivalent program.