
<u>Part One</u> Administration and Management	<u>Section B</u> Officer Assignments
<u>Title</u> Mental Health Practitioner-Coordinator	<u>Number</u> HCDC-1B-07
<u>Effective Date</u> 07-01-17	<u>Revised</u>

PURPOSE

- To create a consistent listing of duties and responsibilities for assigned positions within the administrative department.
- To administer and manage the administrative functions of the facility in a professional and responsible manner, consistent with ethical business practices and legal requirements.

POLICY

The Hall County Department of Corrections shall provide general guidelines concerning the duties and responsibilities for the position of Mental Health Practitioner.

SUMMARY

The Mental Health Practitioner works under limited supervision and is responsible for supporting the Department of Corrections staff by providing a variety of assessment and behavioral management resources. This position is overseen by the Assistant Director of Corrections. Duties may be accomplished in a variety of correctional settings, and performs related work as directed.

ESSENTIAL JOB FUNCTIONS

This assigned position may include, but not be limited to, the following duties. The management also reserves the right to modify, adjust, or amend duty assignments without notice within the scope of the Practitioner's license. The Practitioner shall provide mental health services, meeting all of the general and unique mental health care needs of the inmate population in the custody of the Department. This listing below is not intended to be all-inclusive.:

- Perform suicide risk assessments for all inmates/detainees identified by law enforcement, medical, or correctional staff as at risk of self-harming behavior.

- Upon a schedule established by the Department, provide orientation and on-going training to corrections staff and contracted medical staff regarding suicide ideation and symptoms that may be displayed by at risk inmates/detainees.
- Confer/consult with Department's contracted medical staff regarding at risk inmates/detainees. Provide input to the medical staff regarding evaluation for prescribed psychotropic medication and the progress of inmates/detainees who are prescribed psychotropic medication.
- Consult with Department staff regarding release of inmates/detainees in order to coordinate and facilitate referral of inmates/detainees to services providers upon release.
- Review medical screening and histories of all inmates identified as at risk of suicide by law enforcement, medical, and correctional staff.
- Provide assessment and recommendations following Department policies and procedures regarding actively suicidal inmates as well as those inmates/detainees identified with suicidal ideation or severe mental illness.
- Provide emergency mental health counseling to all inmates/detainees identified by law enforcement, medical, correctional or referred by sources as at risk for suicide, in need of crisis intervention or mental health counseling.
- Initiate and confer with Department staff regarding mental health assessments for recommendation and/or referrals to the County Mental Health Board for Emergency Protective Custody (EPC) of at risk inmates/detainees.
- Attend weekly or as needed meetings with administrative, correctional, and medical staff to evaluate, assess, and implement treatment plans for inmates/detainees identified as at risk.
- Comply with Department Rules and Regulations regarding security and safety.
- Physical demands: Large percentage of time is spent sitting in office or jail setting interacting with consumers, inmates, teams or other stakeholders. Employee uses oral communication, judgment, hearing, near vision, fingering or keyboarding, reading, writing. Handles papers and manuals, etc. Lift files, copy pater and other office materials. Sits, stands, bends and reaches intermittently throughout the day. Regularly moves about the building and may travel to other offices or sites for meetings. Remote risk of physical attack by hostile inmates.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Manage subordinate staff. Is responsible for the overall direction, coordination, and evaluation of subordinate staff and facility operations. Carries out supervisory responsibilities in accordance with the department's policies and applicable laws. Responsibilities may include interviewing, hiring, and training staff; planning, assigning, and directing work; appraising performance; rewarding and disciplining staff; addressing complaints and resolving problems.

KNOWLEDGE, ABILITY AND SKILLS REQUIRED

- Considerable knowledge or accepted principles of clinical practice as they relate to comprehensive assessment, treatment planning, and documentation of mental health and substance abuse services, including suicide assessment.
- Knowledge of HIPAA (Health Insurance Portability and Accountability Act of 1996) and ability to maintain confidentiality.
- Strong organizations skills
- Ability to work constructively and form positive working relationships with other professionals, disciplines, and agencies
- Familiarity with psychotropic medications utilized in mental health practice
- Ability to understand and follow written and oral directions regarding psychiatric and psychological protocols
- Ability to provide clear, concise reports and case recordings
- Ability to focus on strengths, accurately listen, develop trust of team members, understand multiple perspectives, intervene on ineffective team dynamics, and accept feedback without reacting negatively
- Ability to work outside of normal business hours to meet the needs of consumers

QUALIFICATIONS

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

Master's Degree is required in therapeutic mental health (degree required to obtain license).

Licensure through the State of Nebraska as a Licensed Mental Health Practitioner (LMHP). Licensing must allow for the supervision of a Provisional Licensed Mental Health Practitioner according to the guidelines of the State of Nebraska.

The Director retains the right to determine, set and implement management organization policies of the Department for selection, training, promotion, transfer and reorganization of employees.

DESIREABLE TRAINING AND EXPERIENCE

Training and experience in a correctional facility.

Bilingual

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively communicate information, both verbally and written.

NECESSARY SPECIAL REQUIREMENTS

- Must be a citizen of the United States and be at least twenty-one (21) years of age or older.
- At the time of employment, must be fingerprinted and the fingerprint cards promptly submitted to the Nebraska State Patrol for a criminal history search; must be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of one (1) year or more, from which a pardon has not been received.
- May be required to submit to and successfully pass a substance abuse test.
- Possession of a valid state operator's license.
- Pass a criminal history review at minimum once every three (3) years
- Maintain professional liability/malpractice insurance with Hall County as an additional insured. The Dept. of Corrections will be responsible for the cost.

Approved and Accepted

Director – Hall Co. Dept. of Corrections

Date