

SNOHOMISH COUNTY JOB DESCRIPTION

MENTAL HEALTH PROFESSIONAL LEAD – CORRECTIONS

Spec No. 4100

BASIC FUNCTION

To coordinate the day-to-day operations of the Mental Health Unit.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Fulfills the essential job duties as listed in the *Mental Health Professional – Corrections* job description.
2. Responsible for coordinating the Mental Health Professional (MHP) schedules to ensure adequate on-site and after-hours pager coverage for the jail.
3. Responsible for maintaining the MHPs' timesheets and submitting them to the Finance office biweekly for payroll.
4. Maintains Mental Health Unit productivity statistics, creates monthly and annual MHP performance reports for administrative review.
5. Acts as the department representative for community-related jail mental health issues in collaboration with the Health Service Administrator.
6. Acts as the Mental Health Unit representative for departmental meetings (e.g., Classification Committee meetings, Quality Assurance, joint Medical/Mental Health Department meeting as scheduled).
7. Facilitates the weekly Mental Health Unit staff meetings to address systems issues, review mental health housing inmate assignments and high profile clinical cases.
8. Acts as the Mental Health Unit liaison with the Health Services Administrator.
9. Acts as liaison between Corrections and Western State Hospital for purpose of coordinating forensic evaluations and transfers for competency restoration for eligible inmates.
10. Reviews the mental health policies, protocols and related forms as needed and makes recommendations for changes when clinically indicated.
11. Oversees and reviews the MHP Handbook, updating protocols as needed.
12. Participates in MHP candidate oral interview panels; scores written supplementals.
13. Recommends performance issues for corrective action for MHPs to Health Services Administrator.
14. Oversees the orientation and training of new MHPs during the 6 month probation period.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

15. Oversees the on-site supervision of any contracted mental health interns.
16. Provides mental health training for Corrections and other jail staff as needed.

MINIMUM QUALIFICATIONS

A Master's degree in social work, clinical psychology, psychiatric nursing, or related field; PLUS, five (5) years experience in the direct treatment of mentally ill clients; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Demonstrated ability to lead a professional team in the delivery of complex mental health clinical care needs in a correctional facility. Must be a lawful permanent resident or United States citizen. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

Licensure as a Social Worker, Marriage/Family Therapist or Mental Health Counselor required.

Applicants must pass a criminal background check, polygraph and psychological testing examination.

KNOWLEDGE AND ABILITIES

Knowledge of:

- mental health assessments
- crisis intervention and counseling techniques
- abnormal behavior, symptomatology, and treatment modalities of mental disorders
- legal parameters and procedures concerning civil commitment and community treatment practices
- substance abuse and chemical dependency profiles
- Community systems approach to problem solving
- Community Resources for mental health, substance abuse, emergent hospitalization
- Involuntary mental health laws, Local court processes, Jail and Court records processes in event of emergency release of an inmate

Ability to:

- respond effectively to crisis situations

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KNOWLEDGE AND ABILITIES (Continued)

- relate to severely disturbed and/or difficult persons in order to determine appropriate mental health services, monitoring and housing
- gather and analyze pertinent data
- establish and maintain effective working relationships with staff of interdisciplinary teams and community providers
- assess and diagnose mental disorders and determine need for psychiatric services; maintain detailed records and prepare clear, concise written documentation
- Simultaneously manage multiple urgent demands and demonstrating appropriate verbal and written communication to ensure coordination of services
- Demonstrate follow-through with necessary communications including verbal and written communications to ensure timely treatment
- Advocate for inmates based on clinical assessment of needs of impaired individuals using proper chain of authority

SUPERVISION

Reports to the Health Services Administrator or other administrative superior as assigned. Works independently on specific assignments that are completed in accordance with established guidelines, practices and regulations. Work is reviewed through meetings, status reports and results obtained. This position does not provide direct supervision and/or disciplinary action for the mental health unit.

WORKING CONDITIONS

The majority of work occurs primarily in the Snohomish County Jail. Inmate interviews are conducted throughout the jail housing units and in the booking/intake area. Employee may be required to interview inmates in alternate settings. The employee may be required to work evenings, weekends and holidays. There may be instances when the Lead MHP is required to respond to the jail to assess an inmate during off-duty hours when on pager rotation, in event of an emergency, or upon request of Health Services Administrator.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: November 2005
Revised: June 2018
EEO Category: 2 - Professional
Pay Grade: 242A – Corrections Support Pay Plan
Workers Comp: 5306 Non-Hazardous