

MENTAL HEALTH CLINICAL THERAPIST – JAIL

STANDARD NO(S)

NYSSA # 1,2,5-9,46

DATE:

April 19, 2012

REFER TO:

Gary S. Sullivan

I. OBJECTIVE:

In order to promote sound administrative decisions relative to the organizational structure, the Seneca County Sheriff has established written job descriptions which outline the scope, responsibilities and duties of the position.

II. POLICY:

To establish a job description for Mental Health Clinical Therapist in the Seneca County Correctional Facility.

III. DETAILS:

A. Distinguishing Features of the Class: The work involves responsibility for performing professional clinical and non-clinical social work activities within a county jail setting. The duties and responsibilities vary according to assignment, but generally the incumbent identifies, assesses and manages a variety of problems related to inmates and their families/concerned-others around mental illness and disability. The incumbent generally provides direct clinical social work services to inmates including on-going individual, group and/or family psychotherapy, however, employees in this class differ from the regular Psychiatric Social Work positions by virtue of their more specialized clientele and increased opportunity for more independent action. The work is performed under the direct clinical supervision of the Director of Community Services, and the general clinical supervision of a Mental Health Clinic Consulting Psychiatrist. The work is also performed under the administrative supervision of the County Sheriff and/or the Captain of the Seneca County Sheriff's Office Corrections Division. Does related work, including emergency "call-outs" as required.

B. Employment Criteria – Mental Clinical Therapist

1. Conducts inmate intakes and assessments (i.e., psychosocial, mental health, lethality) at the request of inmates and/or jail staff, and/or as per agency and state regulations;

2. Develops treatment plans in consultation with Mental Health Department staff, Sheriff's Office Corrections and Medical Staff and other agencies (as appropriate and allowed), to address an inmate's psychosocial needs;
3. Provides ongoing individual, and group and psychotherapy under clinical supervision;
4. Provides crisis intervention services to inmates;
5. Prepares and maintains a variety of reports: assessments; progress notes; treatment plans and summaries; and discharge plans;
6. Gathers information regarding inmates by contacting (when allowed and appropriate) family members, concerned others, school personnel, other behavioral health and healthcare providers and any others familiar with the inmate;
7. Provides service coordination for other services inmates may need (i.e. alcohol/drug evaluation and treatment, GED etc.) while incarcerated;
8. Makes community service referrals on behalf of inmates to facilitate transitions back into the community and/or to other levels of care;
9. Monitors and reviews treatment plans with inmates by maintaining on-going contact with inmates receiving service and other service providers and routinely updates supervisors of progress;
10. Attends staff meetings of Jail and Mental Health Department staff as needed, training sessions and workshops on social work issues.

C. Full Performance Knowledges, Skills, Abilities & Personal Characteristics:

1. Good knowledge of modern social work and forensic social work principles and practices;
2. Good knowledge of federal, state and local laws related to the provision of social work services and of forensic social work services;
3. Good knowledge of modern principles and practices related to individual, group and family psychotherapy;
4. Good knowledge of the principles and practices related to conducting psychosocial intakes and assessments;
5. Working knowledge of community service agencies and programs;

6. Ability to conduct psychosocial intakes and assessments;
7. Ability to provide lethality assessments and to make decision on safety of inmates (i.e. constant watch decision);
8. Ability to provide individual, group and/or family psychotherapy;
9. Ability to develop and implement a mental health treatment plan for inmates;
10. Ability to communicate effectively both orally and in writing;
11. Ability to organize and maintain accurate records and files;
12. Ability to analyze and organize data and prepare records and reports;
13. Ability to utilize Microsoft Outlook (for scheduling and email), Word (for clinical documentation) and minimal Excel background for data entry in order to generate reports.

D. Minimum Qualifications:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in social work, AND
2. Possession of license as a licensed master social worker (LMSW) or licensed Clinical social worker (LCSW) issued by the New York State Department of Education at time of examination.

NOTE: The minimum qualifications for this position are mandated under Article 154 of New York State Education Law.