SUPPLEMENTAL JOB DESCRIPTION

Classification: Clinical Mental Health Counselor Function Code: 2078-046

Position Title: Correctional Line Clinical Mental Health Counselor-LADC Date Established: 8/15/88

Position Number: 42241 GROUP Date of Last Amendment: 1/9/15

SCOPE OF WORK: To assess psycho-social information and provide clinical programmed alcohol and substances abuse treatment to incarcerated inmates in a correctional setting. Working in close and immediate contact with prisoners on a daily basis and responsible for security.

ACCOUNTABILITIES:

- Conduct clinical intake assessments of referred offenders/patients for purpose of determining clinical goals and making recommendations for treatment and discharge.

- Develop a Psychiatric Treatment Plan and Treatment Plan Review for a Master Treatment Plan with collaboration between multiple clinical disciplines for specific problems, goals, objectives and interventions for effective integrated treatment.

- Develop, research and implement Group Therapies and determine most appropriate type of group interventions for the alcohol and substance abuse population.

- Provide individualized therapeutic interventions for purpose of meeting specialized treatment goals.

- Performs a detailed and involved Bio psychosocial history/LADC Evaluation on offender/patient to gather sensitive background material from offenders, family members, service providers, schools, guardians, legal professionals as indicated as well as reading past clinical records to formulate a comprehensive psychosocial assessment focused on their substance use needs. In order to make clinical recommendations for inpatient interventions and aftercare needs.

- Conducts discharge planning using all available data, including development of an individualized plan to ensure ongoing progress toward discharge and establishing arrangements for appropriate and seamless aftercare.

- Manages individual offender/patient cases to ensure all required documentation is complete and provides testimony and/or information on an individual to the courts as needed.

- Prepares clinical evaluations and reports for the Department of Corrections and outside agencies to assess treatment progress and needs.

- Provides input into treatment policies as they are reviewed to develop procedures for offenders/residents and participates in organizational maintenance and professional development training.

MINIMUM QUALIFICATIONS:

Education: Master’s degree from a recognized college or university with a major study in mental health counseling or in a related field with a concentration in psychology or counseling.

Experience: Three years of post-Master’s experience in the field of mental health counseling OR three years of pre-Master’s experience in the field of mental health counseling under the supervision of a licensed mental health professional OR a combination of these two options, totaling three years of experience.
License/Certifications: Licensed as an Alcohol and Drug Counselor (LADC).

Special Requirements: Successful completion of the Corrections Academy and continuing Certification as correctional line personnel as established by the certifying authority.

DISCLAIMER STATEMENT: the supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

The above is an accurate reflection of the duties of my position.

_____________________________________________           __________________________________
Employee’s Name and Signature                          Date Reviewed

Supervisor’s Name and Title: Administrator III # 41501

The above job description accurately measures this employee’s job.

_____________________________________________           __________________________
Supervisor’s Signature                                  Date Reviewed

Division of Personnel

MR

1/9/15

Date Approved

_____________________________________________           __________________________
Ella Fredette                                          Date

Human Resource Administrator