

## SUPPLEMENTAL JOB DESCRIPTION

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

Position Title: Correctional Line Clinical Mental Health Counselor-LADC Date Established: 7/1/17

Position Number: 44262- GROUP Date of Last Amendment: 4-30-18

**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.

