

SUPPLEMENTAL JOB DESCRIPTION

Classification: Senior Psychiatric Social Worker Function Code: 8160-046

Position Title: Correctional Line Senior Psychiatric Social Worker Date Established: 8/15/88

Position Number: 19559 Date of Last Amendment: 8/18/16

SCOPE OF WORK: To plan, organize and supervise the scope and delivery of social work services and programs for offenders in the NH Department of Corrections, working in close and immediate contact with prisoners on a daily basis while maintaining security.

ACCOUNTABILITIES:

- Perform a complicated, detailed and involved assessment of a highly professional nature 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 in order to make clinical recommendations for interventions and aftercare needs.
- Supervise/train other clinical staff, unit counselors, students and volunteers in recognizing mental illness and suicide prevention as well as other areas of the mental health delivery system.
- Conduct mental health initial interviews which include review of potential suicidality, history of substance abuse and use of mental health services and assign mental health scores in order to receive appropriate care for offenders utilizing the correctional mental health system.
- On the basis of an in-depth comprehensive psychosocial assessment, develops treatment goals, implements offender and family related interventions, as indicated, in conjunction with the interdisciplinary team and is responsible for ensuring that an ongoing discussion of discharge issues occurs with all the stake holders.
- Provide crisis intervention services including suicide assessments. Utilize interventions consistent with current research relevant to developmental, cultural and age/disability-specific needs. Gather information to analyze the efficacy of interventions and documents this in the clinical record.
- Consult with housing unit staff at the prison facilities to ensure continuity of care.
- Participate in Quality Improvement activities including participation in Performance Improvement teams to analyze our treatment practices, organizational structures, in order to enhance services and align with current best practices.
- Develop and participate in Mental Health Unit policy review to develop procedures for offenders/patients.
- Establish and maintain highly sensitive contacts with a wide range of community agencies. Advocate to service providers and appropriate agencies to ensure that necessary community supports are available to facilitate development of an optimum discharge plan, which may include residential placement, return to general prison population, or other appropriate settings. The nature of these contacts requires exercise of considerable judgment and sensitivity, as the outcome can affect quantity and quality of services provided to patients and/or offenders.

MINIMUM QUALIFICATIONS:

Education: Master's degree in Social Work (MSW) from a college or university approved by the Council on Social Work Education.

Experience: Five years' experience involving psychiatric social work (mental, emotional or behavioral disorders) prior or subsequent to obtaining the graduate degree with at least two years in a supervisory capacity.

License/Certification: Must possess a valid driver's license. Must be licensed as a Licensed Independent Clinical Social Worker (LICSW) in the State of New Hampshire or eligible for licensure through reciprocity in the State of New Hampshire.

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
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Supervisor's Name and Title: Administrator II # 40891

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

Supervisor's Signature	Date Reviewed
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Jennifer J. Elberfeld JD

8-18-16

Division of Personnel	Date Approved
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Ella Fredette
Human Resource Administrator

Date