



MENTAL HEALTH MANAGER - CORRECTIONS

Department: Sheriff
Job Class #: 002434
Pay Range: Professional 11

FLSA: Exempt
Represented: No
CSC Approved: 9/13/11

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is highly responsible professional management/supervisory work overseeing the mental health services provided to inmates in the Pierce County Detention and Corrections Center, on a 24-hour, 7 day per week basis. An employee in this classification is responsible for program planning; management of clinical mental health care; supervision and evaluation of staff; and budget.

ESSENTIAL FUNCTIONS:

- Provide leadership, oversight and clinical direction to ensure that inmates with mental illness are provided with the community standard of care while incarcerated; provide crisis stabilization, quality mental health services and facilitate an appropriate release plan.
- Ensure that ethical and professional standards of practice are maintained.
- Manage, supervise and coordinate activities of the mental health division; determine work procedures, prepare work schedules and determine methods for expediting workflow.
- Assign, review and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Develop, monitor and control the budget of the mental health division, including external service provider contracts.
- Interpret complex federal, state or local regulations to ensure compliance, which includes developing reporting systems to monitor programs, contracts, and budgets.
- Evaluate and provide ongoing development of services; compile and analyze data to determine needs, make recommendations and evaluate program effectiveness.
- Plan and develop goals and objectives and establish and implement policies and procedures.
- Provide direction and oversee the interface of the mental health division with the criminal court system, community mental health providers and local hospitals;
- Provide supervisory consultation on hard to serve cases.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, and holidays.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

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SUPERVISION RECEIVED AND EXERCISED: The Mental Health Manager-Corrections reports directly to a Bureau Chief. Work is reviewed for fulfillment of division/bureau objectives, conformance with governing laws and regulations, adherence to budget, and support and furtherance of Department mission, vision and goals. The position has full supervisory responsibility for professional and/or administrative staff assigned to the mental health division.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Mental Health Manager – Corrections works in the confined indoor space of a maximum security adult correctional facility. There is constant exposure to hazardous chemicals, hazardous waste, bio-hazardous material, pharmaceuticals, infectious diseases and in-person contact with inmates. Attendance at meetings outside of normal work hours may be required. The work schedule requires reporting to work in the event of emergency, which may include work outside of regular business hours, including holidays and weekends.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical and mental demands include ability to perform tasks involved in operating common office and medical equipment; sit and stand for long periods of time; manual dexterity to include bending, stooping, pushing, pulling and reaching; digital dexterity; talking; seeing; hearing; reasoning and analyzing complex information. Travel to meeting locations may be required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of public administration, human resource management and supervision.
- Federal, state and local laws, rules, regulations, policies and procedures regarding mental health care, including, involuntary commitment law of the State of Washington.
- Correctional Mental Health Care, psychiatric disorders, APA diagnostic standards, treatment plans and medications.
- Quality assurance and safety procedures as they relate to mental health care.
- Substance abuse.
- Community resources and agencies.
- Budget development and monitoring.

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Goal and objective planning and implementation.
- Developing and interpreting policy.
- Use and operation of personal computer, word processing and related spreadsheet material.

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KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Ability to:

- Evaluate and screen mentally ill and emotionally disturbed individuals, diagnose and develop a treatment plan.
- Plan, assign, and coordinate the activities of the division and assigned staff.
- Effectively assign, evaluate, and supervise professional and administrative staff.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a clinical care, management, administrative and/or technical nature in support of Department goals and objectives.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Work independently and effectively under general direction.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: A Master's Degree in social work, psychology or related behavioral health field and four years experience in correctional mental health or acute mental health setting with at least two years supervisory experience required. Current licensure in Washington State as a Licensed Mental Health Counselor, Licensed Marriage and Family Therapist, Licensed Advanced Social Worker or Licensed Independent Clinical Social Worker required. License must be in good standing with no license restrictions or probationary status. United States citizenship and the ability to read and write the English language as required by RCW 41.14.100.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Ability to successfully complete a Pierce County Sheriff's Department background investigation, which may include a medical physical, behavioral assessment and polygraph, is required prior to hire. A valid Washington State driver's license may be required when travel is required of the position.