

# **LINN COUNTY CLASSIFICATION**

**TITLE: MENTAL HEALTH SPECIALIST**

**NUMBER: 723**

**APPROVAL ORDER NUMBER: 2024-307**

**PAY RANGE: 15**

**DATE: SEPTEMBER 10, 2024**

**CATEGORY: DSA**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform professional mental health services to adults incarcerated at the Linn County Jail with mental or emotional disturbances, alcohol and other drug abuse problems, or individuals who experience intellectual or developmental disabilities.

SUPERVISION RECEIVED: Works under the direction of the Sheriff's Office Health Services Director. May work under the clinical direction of a physician overseeing health services at the Linn County Jail.

SUPERVISION EXERCISED: Supervision of employees is not a regular responsibility of this position.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Perform client evaluations and record them in the client's chart.
2. Provide risk assessment, jail housing recommendations for safety needs, exit strategy planning and consultation to Corrections Deputies and Jail Nursing Staff regarding mental health concerns for adults in custody.
3. Assist with required reports/documentation for multiple forensic outpatient programs such as Aid and Assist, Psychiatric Review Board and Jail Diversion outpatient referrals. Potentially provide courtroom testimony.
4. Be skilled in diagnosis, risk assessment, knowledge of the philosophy of recovery, court decorum, court reports, individual and group therapy, case management and be able to provide professional consultation.
5. Have familiarity with evidence-based practices and have excellent case management and therapy skills, especially in the area of engaging mandated clients.
6. Communicate regularly and work closely with other mental health services and personnel in Linn County such as Linn County Mental Health and be able to work within an interdisciplinary team.
7. Follow documentation requirements in accordance with the Oregon Administrative Rules and department policies and procedures.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.

9. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:** This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment for the position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of the principles and practices of community-based mental health, chemical dependency or developmental disability services. Knowledge of treatment modalities, counseling strategies and habilitation planning. Knowledge of the functions of other health, social service and education agencies. Ability to learn and comply with the Oregon Revised Statutes, Oregon Administrative Rules, Oregon Jail Standards, department policies and other regulations that apply to the program area to which assigned.

Professional level skills in performing client evaluations, counseling and case management services. Ability to conduct thorough client interviews and evaluations and to correctly interpret and effectively communicate the information. Demonstrated ability to exercise sound clinical judgement in appraising complex situations plus the ability to develop comprehensive individualized treatment or habilitation plans. Ability to develop supportive relationships with assigned clients. Ability to write clear and concise reports and client evaluations. Ability to develop and maintain effective working relationships with peers, supervisors and professionals in related disciplines.

Ability to use word processing and electronic health record as required by the position.

**EXPERIENCE, EDUCATION AND TRAINING:** Master's Degree in psychology, social work, counseling or related field is required. Professional or supervised practicum-level experience in providing similar services to persons with similar problems or concerns is desirable. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may be acceptable.

**NECESSARY SPECIAL QUALIFICATIONS:** Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written and oral interview as prescribed by the Sheriff's Office. Be willing to work weekends, holidays, varying shifts, and extra hours. Must pass a comprehensive psychological examination. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of

employment. Must possess and maintain a valid basic First Aid and CPR card including operation of Automatic External Defibrillators. Must maintain the ability to testify in court. Must be able to receive and maintain a Criminal Justice Information Systems (CJIS) Security clearance.

Although not required, preferably be licensed in Oregon as a Licensed Professional Counselor or Licensed Clinical Social Worker.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in the Linn County Jail. Work may include operation of a motor vehicle. Requirements include the ability to see, talk and hear; sit, stand, walk, bend and stoop; use hands to handle or operate objects, tools or controls including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds.