Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"

SENIOR LMHC / LCSW

LICENSED MENTAL HEALTH COUNSELOR / LICENSED CLINICAL SOCIAL WORKER

JOB CODE: TBD	PAY GRADE: 18	PAY RANGE: $51,559-$82,495

GENERAL DESCRIPTION

Under the general supervision of the Psychiatrist and the Health Services Administrator, as the team lead this position is responsible for assisting with audits, training, and providing mental health counseling and assistance to incarcerated inmates. Work is reviewed through observation and results obtained. **This position is also required to take calls after hours (evenings/weekends) for clearances and consultations, and may be required to report on-site to complete involuntary examination forms.** Hours for this position vary.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Contributes to the coordination efforts of NCCHC, ACA, and FMJ on-site audits, assisting with required access to charts and policies and procedures;
- Researches and responds to NCCHC audit findings through assisting with the implementation of solutions; assists with educating detention and medical staff on any changes from audits; develops and updates policies;
- Serves as the Subject Matter Expert for the Electronic Medical Records (EMR) system; implements changes in the EMR system as needed; trains new users in the EMR system;
- Trains all new mental health providers, providing coaching and peer review feedback during probationary period;
- Assists with the audit of agency psychiatrist's peer review (conducted by outside psychiatrist) by pulling charts, explaining policies and procedures, and gathering documentation required for this process;
- Collaborates with the mental health team in diagnosing and treatment planning of inmates with mental health conditions; acts as liaison between medical and mental health staff to address inmate healthcare needs;
- Completes psychosocial assessments, including investigation of social and family background information pertinent to the diagnosis, treatment and discharge planning of inmates with mental health issues; assists the inmate in responding constructively to non-pharmaceutical treatment methods;

- Assists in post release planning, including referrals to community resources; assists families/agencies interested in the provision of continuity of mental health care post release;
- Participates in quality improvement activities related to mental health or other issues as directed; conduct chart reviews and healthcare audits on mental health documentation, processes, and procedures; and supply statistics and related reports, as required;
- Responds immediately to urgent/emergent requests for assistance by medical/mental health staff members; responds to inmate requests for mental health services; maintains a direct therapeutic relationship with the inmate requiring mental health services; provides group psychotherapy counseling sessions when indicated, or required;
- Makes appropriate referrals to mid- or upper-level mental health providers for psychotropic medication management, or other psychiatric services outside the scope of the LMHC license; documents assessment and pertinent findings requiring referral in the electronic medical record utilizing the SOAP format;
- Evaluates inmates' mental health conditions; places inmates on, and clears inmates from mental health housing statuses as directed by the psychiatrist;
- Initiates Involuntary Examination (BA-52) paperwork as deemed appropriate; recommends type of transport required, based on inmate behavior; assists in assuring transport to local facilities occur in a timely and appropriate manner;
- Assures that all work output and documentation complies with written policies, procedures, guidelines, protocols, rules, and directives, as well as those verbally conveyed; maintains accreditation standards; documents all decisions and interactions with inmates as required;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

QUALIFICATIONS

- Graduation from an accredited college or university, recognized by the U. S. Department of Education, with a Master's degree in mental health counseling, social work, or related field
- Mental Health Counselor License (LMHC) or Clinical Social Worker License (LCSW)
- CPR – BLS or ACLS Certification
- Maintain appropriate, unrestricted credentials according to the licensure, certification, and registration requirements of the jurisdiction

- Two years' experience in a correctional setting or comparable mental health environment
- Certified Correctional Health Professional (CCHP) preferred
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work independently on complex and confidential tasks
- Ability to interact effectively and courteously with all, and to establish and maintain effective working relationships with employees, other agencies and the public
- Knowledge of the General Orders, policies, and procedures of the Pinellas County Sheriff's Office
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

Physical abilities listed below may have estimates listed of time spent during a typical work day to perform essential functions and responsibilities. Members in this position must be able to perform the following:

- Must be able to climb stairs for fire drills, Code 99, and other purposes
- Must have full range of motion to administer medical attention and perform CPR on the floor and in other confined areas
- Must be able to pass the annual skills assessment
- Sit up to 3 hours per day
- Stand up to 3 hours per day
- Walk up to 6 hours per day
- Continuously lift up to 10 lbs.
- Lift up to 25 lbs.
- Continuously bend or reach
- Occasionally squat or kneel