

Centennial Mental Health Center, Inc.

**Job Description**

**Job Title:** MHP 2 – Offender Services  
**Reports to:** Regional Clinical Director  
**Status:** Exempt

**Job Class:** Program Delivery  
**Grade:** 8

**POSITION SUMMARY**

Provides direct behavioral healthcare and comprehensive case management services for criminal-justice-referred clients.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Serves single point of contact as case coordinator for all non-DUI clients referred by criminal justice entities Parole, Probation, Treatment Courts, local Jails, Detention Facilities
2. Provides comprehensive case management for all criminal-justice-referred clients, including assistance with resource acquisition, referral to needed goods and services, including health care, transportation needs and housing assistance, referral for education and employment services, and behavioral health care coordination.
3. Provide short term direct behavioral healthcare transitional care for criminal-justice-referred clients while clients await access to services in Centennial's outpatient clinic
4. Coordinates consumer's use of other Center programs and outside community resources.
5. Maintains accurate and timely clinical records consistent with Centennial standards.
6. Participates in meetings, in-services and supervisory sessions as required.
7. Performs other job duties as assigned.

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**JOB REQUIREMENTS**

**EDUCATION**

Master's Degree in psychology, social work, criminal justice or other human services field. Licensable degree preferred, but not required.

**ABILITIES, KNOWLEDGE, SKILLS**

Knowledge of methods of psychotherapy. Knowledge of community resources. Ability to serve wide range of consumers, including culturally diverse populations. Knowledge of cultural issues that may have a bearing on service provision. Ability to assess crisis situations and intervene appropriately. Familiar with the DSM-V and diagnostic techniques. Effective written and verbal communication skills. Computer literacy to include basic skills in e-mail communication and word processing. Ability to work flexible and on-call hours, which may be required. Ability to travel within the Center's service area or to other locations as needed.