

Centennial Mental Health Center, Inc.

**Job Description**

**Job Title:** Mental Health Professional II - JBBS                      **Job Class:** Direct Service  
**Reports to:** County Director    **Grade:** 6  
**Status:** Exempt

**POSITION SUMMARY**

Provides direct behavioral health services to incarcerated individuals with substance use disorders or co-occurring substance use and mental health disorders.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provide ongoing assessment, crisis intervention, individual and group therapy to offenders.
2. Develop and monitor service plans, monitor treatment progress, document interactions and maintain clinical records and other reporting data for offenders.
3. Possess investigative skills and ability to process detailed information to assess risk and needs of offenders.
4. Facilitate and provide evidence-based offender treatment modalities for substance use disorder and co-occurring disorder offenders.
5. Possess thorough knowledge of individual and group counseling techniques, group facilitation skills, skills in co-occurring and substance use disorder diagnosis and treatment.
6. Establish and maintain documentation concerning services provided to the inmates, consistent with Center standards.
7. Collaborate and maintain effective working relationships with employees, community, law enforcement, judicial personnel, and the public.
8. Exhibit positive leadership skills, including the ability to work on a team, take initiative, and work independently under stressful situations.
9. Provide case management services to inmates in areas of functional assessment, service planning, referral/linkage, and monitoring/follow up services. The aim for case management services is to assist the inmate in transitioning from incarceration to outpatient services.
10. Establish and maintain transition plans for inmates to include linkage from incarceration to outpatient services. Areas of intervention focused on are access to behavioral health care, employment, education/training, and benefit acquisitions.
11. Performs other job duties as assigned.

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**JOB REQUIREMENTS**

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**EDUCATION**

Minimum Bachelor's degree in psychology, social work or other human services field. Master's degree preferred. Certified in the State of Colorado as a Certified Addictions Counselor Level II or III.

**ABILITIES, KNOWLEDGE, SKILLS**

Knowledge of methods of substance use disorder treatment and intervention. Knowledge of methods of psychotherapy. Ability to serve wide range of offenders, including culturally diverse populations. Knowledge of cultural issues that may have a bearing on service provision. Familiar with the DSM-IV and diagnostic techniques. Effective written and verbal communication skills. Computer literacy to include basic skills in email 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.

I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Supervisor

\_\_\_\_\_  
Date