

Centennial Mental Health Center, Inc.
Job Description

Job Title:	Mental Health Professional I-JBBS	Job Class:	Program Delivery
Reports to:	Jail Based Program Manager	Grade:	4
Status:	Exempt		

POSITION SUMMARY

Provides comprehensive case management services, which include a continuum of high to low intensity services designed to improve or maintain a client's ability to function in the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Agency point of contact for criminal justice agency referrals
2. Coordination with referring criminal justice agencies
3. Provide direct case management and other services:
 - Align offender supervision/release requirements with community treatment agency services (e.g., assessment, group and individual treatment, medication evaluation and consultation, residential services, benefits acquisition, vocational training, and/or referrals to other programs/agencies)
 - Provide, where indicated, clinical assessment and treatment services for offenders
 - On-going communication/reporting and collaboration with referring criminal justice agency to ensure offender compliance with services
 - Assure that data required for the evaluation of this program is submitted to DBH
4. Provide agency-specific training on working with offenders and coordinating with criminal justice agencies.
5. Participate in monthly statewide CJCS information-sharing network/meetings (which may be in person and/or teleconference).
6. Participate in program evaluation activities (e.g., monthly reporting of program activities).
7. Assesses monitors and follows up with client's ability to meet basic needs.
8. Works with the client to access appropriate community resources as needed to maintain ability to remain in the community.
9. Integrates case management services with multidisciplinary team formulating the clinical and rehabilitation programs on behalf of the client.
10. Works with representative payee for clients as needed.
11. Maintains accurate and timely records consistent with grant requirements and Center standards.
12. Participates in meetings, in-services and supervisory sessions as required.
13. Performs other job duties as assigned.

JOB REQUIREMENTS

EDUCATION

Bachelor's Degree in psychology, social work, or other human services field.

ABILITIES, KNOWLEDGE, SKILLS

Ability to work well with special population clients, maintain appropriate boundaries, identify and nurture strengths, and support their right to make independent decisions when possible. Knowledge of community resources, social security, and other disability programs/resources. Ability to serve wide range of clients, including culturally diverse populations. Knowledge of cultural issues that may have a bearing on service provision. Effective written and verbal communication skills. Ability to update client records, document actions, and complete other paperwork in a timely manner. Computer literacy to include basic skills in e-mail communication and word processing. 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.

Employee Signature

Date

Administrative Supervisor

Date