



Job Title: MHP 2 - Offender Services
Reports To: Assigned Director
Status: Exempt

Job Class: Program Delivery
Grade: Grade 8

POSITION SUMMARY

Responds to emergency and crisis calls from clients, families, law enforcement and other referral sources

CORE RESPONSIBILITIES

- Provide comprehensive case management services
- Agency point of contact for criminal justice agency referrals and serves as a liaison between referral sources and Centennial services provider team
- Provide direct case management
- Align offender supervision/release requirements with community treatment agency services
- Provide 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 data required for the evaluation of the program is submitted to the Department of Behavioral Health
- Provide agency specific training on working with offenders and coordinating with criminal justice agencies
- Participate in monthly statewide CJCS information sharing, network meetings
- Participate in program evaluation activities
- Assess, monitor, and follow up with client's ability to meet basic needs
- Works with client to access appropriate community resources as needed to maintain ability to remain in the community
- Maintains accurate and timely records consistent with grant requirements and Center standards
- Provides emergency support and evaluations for CMHC clinical staff
- Performs outreach calls in conjunction with other providers, case managers and law enforcement
- Attends all agency and professional trainings as assigned
- Attends supervision and team meetings as scheduled
- Performs other job duties as assigned

EDUCATION

Master's Degree in Psychology, Social Work, Counseling or related clinical discipline

EXPERIENCE

Documented experience in with offender populations.

SKILLS, KNOWLEDGE, AND ABILITIES

- Ability to work well with special populations along with maintaining appropriate boundaries
- Ability to serve culturally diverse populations that may have a bearing on service provision
- Knowledge of geographic area and resources
- Excellent written and verbal communication skills
- Demonstrates effective time management and the ability to multi-task
- Knowledge of basic computer literacy such as 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 and the core competencies that are needed to complete my role.

Employee Signature Date

Supervisor Signature Date