

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: DIRECTOR OF MENTAL HEALTH JAIL SERVICES **GRADE:** 23

TITLE ABBREVIATION: DIR MH JAIL SERV **TITLE NO.:** 562270

JURIS.CL: C **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** AD

DEPARTMENT: MENTAL HEALTH

NATURE OF THE WORK: The Director of Mental Health Jail Services has the responsibility for planning, coordinating and administering Orange County's mental health operation in the clinic at the Orange County Jail.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one-class position allocated to the Competitive Class of the classified service. Work is performed under the general direction of the Deputy Commissioner of Mental Health, with latitude allowed for independent decision-making. General supervision is exercised over the work of subordinate program personnel.

TYPICAL DUTIES AND TASKS:

Administers, coordinates, and supervises work of staff including case assignments, referrals and emergencies for the population at the Orange County Jail;

Conducts daily staff meetings and case conferences to facilitate care and treatment planning of inmates;

Re-evaluates clinical procedures and implements plans for enhancing productivity and compliance;

Retrieves mental health referrals from all departments and housing units; logs referrals and assigns inmates/detainees to staff clinicians;

Ensures clinical documentation is completed within a timely manner and meets accreditation standards including progress notes, closed cases, appraisals, and referral log;

Acts as a liaison between jail administration, the clinic, and community agencies;

Assists in budget preparation, and capital program requests for all services designated for mental health jail services;

Works with other agencies in the community including attorneys and judges to provide care and service coordination;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, methods, procedures and practices of mental health services as related to a forensic setting; thorough knowledge of the function and scope of the criminal justice system in the County including criminal and family courts and the probation system; thorough knowledge of the methods and procedures used in the provision of services for alcohol and drug abuse programs; good knowledge of budget development; skill in the use of standard computer applications such as word processing, spreadsheets, database systems, or e-mail; ability to forecast changing needs in the criminal justice area and to train staff to respond to these needs; ability to negotiate the inpatient mental health treatment plans of inmates and Family Court clients with other mental health professionals; ability to communicate effectively both orally and in writing; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of a professional license and current registration as a Licensed Clinical Social Worker issued by the New York State Education Department and four (4) years of professional social work experience of which one (1) year must have been in a supervisory capacity.