



Clinical Coordinator- RISE

Job Description

Department: Sheriff
Position: Career Service
Grade: 724
Supervisory: No
Reports to: Sergeant – Corrections or
Lieutenant – Corrections

Summary

Under the general direction of a Sergeant – Corrections or a Lieutenant - Corrections, assesses an individual's needs; develops and implements individualized treatment programming; monitors an individual's progress toward specific goals and objectives; participates in multi-agency case staffing and utilizes caseload management systems; provides psycho social services; conducts individual and group therapy sessions in accordance with professional standards; coordinates psycho social services delivery with appropriate agencies within the community; and performs other duties as assigned.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Conduct limited individual and group counseling sessions according to individualized treatment plans and in accordance with professional standards.
2. Interview individuals to assess and identify problems relating to alcohol, mental health, employment, drugs, and other sources using approved assessment instruments, social history, and consultation with community resources.
3. Prepare reports for the courts and other parties and make appropriate recommendations relating to treatment options using information gathered during an intake interview, by following legal guidelines, through collateral contacts, and by reviewing assessment results.
4. Make treatment/social service referrals to appropriate agencies in order to affect a positive impact on the individual's performance.
5. Create, maintain, and submit accurate records and meet documentation and performance standards set by program manager.
6. Prepare statistical reports to assist in monitoring expenditures and grants.
7. Oversee and assume responsibility for the clinical functions of non-licensed employees in the assigned treatment setting in a manner consistent with Utah licensing regulations and department policies.

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Effective Date: 5/17/2022
Public Safety: No

Worker's Compensation: Clerical
Background Level: Civilian
Safety Sensitive: Yes
DOT: No
ML: Individual Contributor

8. Oversee and facilitate the delivery of specialized training and intervention skills for mental health treatment providers.
9. Coordinate and interact with local and state-wide treatment providers and social service agencies using communication and interpersonal skills in order to facilitate collaboration efforts.
10. Communicate information to appropriate agency staff to ensure follow through.
11. Maintain current knowledge of assessment and treatment techniques, criminal justice systems, and community resources using in-service training, seminars, workshops, and publications.
12. Act as an agency representative in court and interagency meetings and provide information to judges and to other court personnel.
13. Oversee the presentation and provision of classes; prepare class schedules; assist in instructor hiring; train and assign instructors as necessary.

Knowledge, Skills, and Abilities

- Knowledge of interviewing methods and techniques, social casework principles and methods, and mental health assessment instruments
- Knowledge of evidence-based practices in the field of mental health and substance use disorders
- Knowledge of Federal, State and local ordinances and policies regarding therapeutic issues
- Knowledge of the basic structure of the criminal justice system
- Knowledge of clinical diagnostic methods and principles, various modalities of psychotherapy and counseling, and abnormal psychology
- Skill in use of crisis intervention techniques
- Skill in basic PC operation
- Skill in preparing comprehensive case reports and statistics
- Skill in class development and presentation
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to identify and assess symptoms relating to assigned treatment program
- Ability to communicate effectively verbally and in writing

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department and oversees non-clinical employees working in the program.

Work Environment

Work is typically performed in an environmentally controlled area in the partially environmentally controlled Utah County Security Center and may be performed in other environmentally controlled locations. Work may expose incumbent to unknown, dangerous, and/or life-threatening conditions and to possible bodily injury from potentially hostile environments. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The

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noise level in the work environment is usually moderate to loud. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Master's Degree in Social Work, Psychology, Marriage and Family Therapy, Professional Counseling, Clinical Mental Health Counseling, or a Department of Professional Licensing (DOPL) approved program.
2. Two (2) years direct clinical work experience in an appropriate treatment field (child abuse, mental health, victim counseling, and / or substance abuse), indicating full competency in clinical diagnostic assessment skills, and in developing and reviewing individualized treatment plans.

Additional Eligibility Qualifications

1. Must be licensed under the Mental Health Professional Practice Act (UCA 58-60-101) as one of the following:
 - a. Licensed Clinical Social Worker (LCSW)
 - b. Marriage and Family Therapist (MFT)
 - c. Licensed Clinical Mental Health Counselor (CMHC)
 - d. Physician and surgeon, or osteopathic physician engaged in the practice of mental health therapy

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- e. Advanced practice Registered Nurse, specializing in psychiatric mental health nursing
 - f. Licensed psychologist qualified to engage in the practice of mental health therapy
- Incumbent is required to complete continuing education required to maintain licensure.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
 3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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