

Job Type: MENTAL HEALTH CLINICIAN (Full Time)
Job Title: Licensed Clinical Professional Counselor
Department: Sheriff's Office
Hours: Evening position: Mon. -Fri. 1500-2330
Days positions: Tues.-Sat. 0900-1730 or Sun.-Thurs. 0900-1730
Closing Date: Until Filled
Salary: \$72,710/year
Classification: Exempt

DESCRIPTION OF PROVIDER'S WORK:

The list of duties and responsibilities is illustrative only and is not a comprehensive listing of all the duties and responsibilities performed by positions in this class:

- The Mental Health Professional is responsible for providing mental health services to detainees while working directly with clients, team members, and facility staff, and maintaining a professional relationship with all staff and detainees
- Provide mental health assessment and evaluation of detainees referred by facility staff or identified by prescreening (booking or nursing)
- Assist custody and medical staff in the monitoring of mental health for referred detainees
- Coordinate with custody and medical staff in the management and treatment of detainees with mental health and/or behavioral concerns
- Monitor and provide therapeutic support of segregated/isolated detainees
- Support and supplement the activities of county mental health services in the stabilization of at-risk detainees
- Coordinate with county mental health services for continuity of care and discharge planning via sharing of pertinent patient information
- Complete documentation of assessment and treatment, as well as maintain records for referral tracking and CQI
- Participate in new employee orientation
- Facilitate training on mental health-related issues as requested
- Utilize policies and procedure manuals to guide appropriate actions
- Attend and participate in staff meetings.
- Document all assessments, orders and interventions in the patient record utilizing the correct forms and process
- Perform other job-related duties as assigned

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Participation in emergency preparedness, response, and recovery activities as assigned
- Maintain required training, and proper program licensure and/or certifications
- Perform related duties as required or assigned within job classification

QUALIFICATIONS

- Master's degree in a behavioral/social science field (e.g., Psychology, Social Work) from an accredited college or university and current licensure with clinical specialty in the state from the appropriate state licensing board.
- Must be Clinically Licensed
- Must be able to practice independently
- Coursework and professional experience that indicates knowledge of mental health counseling, group and individual psychotherapy, diagnosis and treatment of mental disorders, psychological assessment techniques, crisis intervention, and mental health consultation
- Must be able to obtain and maintain security clearance

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Skills:

- Reasoning and logical thinking
- Using computer hardware and software including, but not limited to, word processing, spreadsheets, databases, email, etc.
- Applying an acquired knowledge of procedures, rules, regulations, and services applicable to the assigned office

Ability to:

- Prioritize work
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Establish and maintain effective working relationships with office and division staff, other county departments, including outside vendors
- Effectively communicates and uses interpersonal skills to interact with coworkers, supervisors, and the general public to exchange and/or receive work direction.
- Ensure compliance with applicable federal, state, and local laws, rules, and regulations
- Multi-task, prioritize, and problem solve
- Possess and demonstrate excellent oral and written communication
- Work effectively under stress
- Work independently with minimal direction
- Maintain confidentiality

EDUCATION and/or EXPERIENCE

- Possession of a valid License as required by the State of IL
- Current CPR certification
- This position requires a background check
- Professional references must be provided

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is not primarily a sedentary position. Exerting up to 25 pounds of force occasionally and/or a negligible amount of

force frequently or constantly to lift, carry, push, pull or otherwise move objects. While performing duties of this job, the employee is regularly required to stand, walk, reach with hands and or arms to provide care.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is typically movement based with exposure to potentially adverse conditions.

THIS POSITION IS PART OF A BARGAINING UNIT AFSCME LOCAL #3328.

A pre-employment background and criminal history check are required.

PLEASE NOTE: For this position, applications must be from the DuPage County Sheriff's Office Website <https://myocv.s3.amazonaws.com/ocvapps/a36160187/files/Civilian+Employment+Application.pdf> and must include a resume to be considered. Application and resume can emailed to applications@dupagesheriff.org