



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
09/03/13

Agency: Oregon Department of Corrections

Facility:

New  Revised

This position is:

- Classified
- Unclassified
  - Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc - Confidential

**SECTION 1. POSITION INFORMATION**

|   |   |
|---|---|
| <p>a. Classification Title: <u>6720</u></p> <p>c. Effective Date: _____</p> <p>e. Working Title: <u>QMHP</u></p> <p>g. Section Title: <u>Behavioral Health Services</u></p> <p>i. Employee Name: _____</p> <p>k. Work Location (City – County): _____</p> <p>l. Supervisor Name (Optional): _____</p>   | <p>b. Classification No: <u>6720</u></p> <p>d. Position No: _____</p> <p>f. Agency No: <u>29100</u></p> <p>h. Budget Auth No: _____</p> <p>j. Repr. Code: <u>CP</u></p> |
| <p>m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year<br/> <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share</p> |   |
| <p>n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt</p>  | <p>If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative</p>                                      |
| <p>o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>  |   |

**SECTION 2. PROGRAM AND POSITION INFORMATION**

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

Behavioral Health Services of the Oregon Department of Corrections (ODOC) provides treatment at each of the Department's institutions for offenders who are mentally ill, cognitively impaired and/or developmentally disabled. State and federal laws have established that inmates are entitled to mental health services during incarceration and that mental health treatment services must be consistent with the standards and quality of services in the community and delivered by credentialed professionals in settings that are designed for the delivery of treatment.

The Behavioral Health Services (BHS) is comprised of an administrative unit which sets policy and long-term direction for targeted service populations at each of the Departments institutions which may include diagnostic, evaluation, stabilization, treatment, release planning and case management services for mental ill and developmental disabled inmates. A continuum of special housing assignments have been identified in the mental health infirmary, intermediate care housing, behavioral housing unit, day treatment and mental health housing.

**b. Describe the primary purpose of this position, and how it functions within this program.**

**Complete this statement. The primary purpose of this position is to:**

This purpose of this position is to identify according to specific criteria all mentally ill and developmental disabled (DD) inmates within the institution, coordinate regular contact with inmates to conduct mental status examinations, suicide assessments, develop treatment interventions, behavior plans and risk management plans and to provide crisis services.

**SECTION 3. DESCRIPTION OF DUTIES**

The employee in this position is expected to recognize their responsibility to act ethically at all times in accordance with the very highest standards of integrity.

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services. Following all departmental policies and procedures is another essential function needed to meet the requirements of this job.

The incumbent is expected to perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations; develop good working relationships with division and agency staff and supervisors through active participation in cross-divisional group projects and in identifying and resolving problems in a constructive, collaborative manner; demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance, and contribute to a positive, respectful and productive work atmosphere.

The Oregon Accountability Model (OAM) depends upon a team approach to custody with security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of ODOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff is expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of the OAM.

Correctional Case Management (CCM), the critical next step toward implementation of the Oregon Accountability Model, is a proactive, collaborative, multi-disciplinary process. The CCM process unifies procedures and personnel to balance departmental resources and an inmate's needs throughout his/her incarceration and community supervision.

All Department of Corrections staff has a valuable role in the delivery of multi-disciplinary services. Despite differences in their training, culture, and job specific mission, they all have some common goals. When all DOC staff share appropriate information and assist in the case planning of inmates, both the quality of change and the safety of the correctional environment improve. Mutual respect, proper orientation and training, and ongoing communication and cooperation provide the foundation of correctional case management. All staff are expected to follow CCM principles and practices.

| % of Time | N/R/NC | E/NE | DUTIES   |
|-----------|--------|------|--|
| 5%        |        | E    | <b>INITIAL IDENTIFICATION / ASSESSMENTS</b><br>Review of intake assessment tools and other collateral information and utilization of standardized criteria to determine inmate eligibility for services and appropriate course of treatment in the least |

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

|     |  |   |  |
|-----|--|---|--|
|     |  |   | restrictive environment. Conduct mental status examinations and document diagnosis through interviews with the inmate, personal observations, consultation with prescribers and custody staff to identify a mental health or DD code, level of risk for self harm and level of acuity.   |
| 10% |  | E | <b>CRISIS INTERVENTION</b><br>Conduct crisis intervention to include suicide assessments with inmates who may be hostile, combative, aggressive or assaultive. Implement suicide monitoring procedures according to established policies and refer to the Mental Health Infirmery if acute stabilization is required. Evaluate MH2/MH3 inmates placed in Disciplinary Segregation Unit (DSU), Administrative Segregation Unit (ASU), Administrative Housing Unit (AHU), Intensive Management Unit (IMU), and Behavioral Housing Unit (BHU) within 24 hours. Complete a Hearings Form according to established process and submit it to the Hearings Officer within two working days. Develop a Crisis Prevention Plan (CPP) for all Seriously Mentally Ill (SMI) inmates for the duration of assignment to DSU.  |
| 20% |  | E | <b>CASE MANAGEMENT</b><br>Monitor the progress of mentally ill/ DD inmates in treatment. Assess and reassess the inmate's level of functioning, medication compliance and side effects and evaluate level of mental health services needed. Refer for medication management, medical services, Mental Health Housing (MHU), Day Treatment (DTU), Intermediate Care Housing (ICH), Behavioral Housing Unit (BHU) or Mental Health Infirmery (MHI).  |
| 35% |  | E | <b>TREATMENT SERVICES</b><br>Participate in treatment planning and implementation by attending treatment team meetings, case conferences, multi-disciplinary reviews or individual case management sessions with inmates. Develop a comprehensive treatment, support plan, CPP, Risk Management Plan or Behavior Plan for assigned mentally ill/DD inmates where goals are determined and appropriate interventions are developed and modified. Schedule case management appointments based on the treatment services schedule to address treatment concerns and treatment progress. Coordinate and integrate services with other treatment staff. Monitor inmate progress and compliance with treatment activities. Refer for individual counseling and group skills-training programs that utilize evidenced based curriculum to effectively address treatment goals. Directs the delivery of services of a Qualified Mental Health Associate. |
| 10% |  | E | <b>RECORDS MANAGEMENT</b><br>Complete written documentation of contact with inmates according to established BHS policy procedure and ensure information is available to other members of the treatment team. Complete responses to inmate communications based on department policy. Complete required consents for treatment and inform inmates of confidentiality policies and mandatory reporting. Complete requests for releases of information and forward to appropriate agencies.  |

|     |  |   |   |
|-----|--|---|---|
| 10% |  | E | <b>RELEASE PLANNING</b><br>Complete a Release Planning Referral Form with inmates who are within eight months to release. Communicate with institution release or corrections counselor identified inmate needs at release that may include assistance with completion of financial applications for medical benefits and social security, follow-up medication appointments and structured community placements. Coordinate reach-in visits with outside agencies involved in community supervision.   |
| 5%  |  | E | <b>CONSULTATION AND TRAINING</b><br>Attend staff, committee and other scheduled meetings to discuss and provide input concerning behavior plans/risk management plans and other critical inmate needs. Attend and participate in in-service training, workshops, seminars, and continuing education programs to enhance knowledge, skills and abilities related to job performance and to meet NCCHC standards. Present in- service training to other staff. Provide direction for the delivery of mental health services provided by a QMHA or student intern. |
| 5%  |  | E | Perform other duties as assigned.   |

#### SECTION 4. WORKING CONDITIONS

**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

Since the work is performed in an adult prison, inmates may become physically and/or verbally abusive where assaults and disturbances could occur. Training in and knowledge of crisis intervention techniques, emergency procedures and defensive measures is essential. The Qualified Mental Health Professional works alone supervising inmates, coming in and going out of the Mental Health Services area. Contact with inmates during treatment, consultation, or supervision takes place with the Qualified Mental Health Professional out of visual range of security staff. Vigilance and awareness are required to maintain a non-threatening environment to prevent aggressive or high anxiety inmate behavior.

#### SECTION 5. GUIDELINES

**a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

Oregon Department of Corrections Administrative Rules and Procedures.  
 Administrative Rule on Personal and Professional Services Contracts.  
 Accreditation Standards for the National Commission on Correctional Health Care, the American Correctional Association and the Joint Commission on Accreditation of Hospital Organizations Ambulatory Care Standards.  
 Federal law and Oregon Revised Statutes concerning prison mental health treatment and care, professional practice acts, confidentiality of medical information, patient rights, etc.  
 Behavioral Health Services Policies and Procedures

**b. How are these guidelines used?**

Used as a reference to evaluate program performance; to give direction to inmates; to evaluate and resolve problems with service delivery; to train employees, contractors and agency personnel in specific procedures and decision making; to guide the performance of work; to prepare for litigation in state and federal court; to document when determining the types and levels of mental health services to be provided; for review of administrative rules, policies, procedures and treatment protocols; to prepare for accreditation.

## SECTION 6. WORK CONTACTS

**With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?**

| Who Contacted  | How                          | Purpose  | How Often?  |
|--|------------------------------|--|-------------|
| <i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i> |                              |  |             |
| PDU  | In person/electronic/written | Schedule and give training   | As Assigned |
| Superintendents/Asst. Superintendents  | In person/electronic/written | Determine when, where, how mental health treatment programs will operate. Consult on mental health and safety issues.      | Weekly      |
| Staff within Institution   | In person/electronic/written | Notify staff of inmates cleared for assignments, special needs for housing, security, and safety, issues, resolve problems | Daily       |
| Inmates  | In person/written/telephone  | Answer questions, resolve problems   | Weekly      |
| Release Counselors   | In person/electronic/written | Release planning   | As needed   |
| Department of Human Services   | Electronic/written           | Apply for benefits.  | Monthly     |
| Social Security Administration   | Electronic/written           | Apply for benefits.  | Monthly     |
| County Jails   | Electronic/written           | Request records, arrange for services.   | Monthly     |
| Mental health community providers, advocacy groups   | In person/electronic/written | Arrange for services, authorize treatment procedures, give and receive information, resolve problems                       | Weekly      |
|  |                              |  |             |
|  |                              |  |             |
|  |                              |  |             |

## SECTION 7. POSITION RELATED DECISION MAKING

**Describe the typical decisions of this position. Explain the direct effect of these decisions.**

Decisions will be of a clinical nature to determine diagnostic, preventive and treatment needs.

Effects of decisions involve DOC liability, quality and adequacy of inmate care and treatment, and the nature and extent of treatment programs to be provided inmates in Department of Correction institutions.

This position will make daily decisions on the allocation of services within the correctional facility. This position will decide when to bring operational matters to the attention of higher authorities, and when program standards are not being met.

**SECTION 8. REVIEW OF WORK**

**Who reviews the work of the position?**

| Classification Title | Position Number               | How  | How Often  | Purpose of Review  |
|----------------------|-------------------------------|--|------------|--|
| Program Manager      | PEM-C X7004 or<br>PEM-D X7006 | Weekly/Monthly<br>Administrative and Clinical<br>Meetings.<br>In person/telephone/electronic | As needed. | Review of policies and<br>procedures and clinical<br>decisions |
|                      |                               |  |            |  |
|                      |                               |  |            |  |

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

**SECTION 9. OVERSIGHT FUNCTIONS**

**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- |  |   |
|--|---|
| <input type="checkbox"/> Plan work               | <input type="checkbox"/> Coordinates schedules                    |
| <input type="checkbox"/> Assigns work            | <input type="checkbox"/> Hires and discharges                     |
| <input type="checkbox"/> Approves work           | <input type="checkbox"/> Recommends hiring                        |
| <input type="checkbox"/> Responds to grievances  | <input type="checkbox"/> Gives input for performance evaluations  |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

**SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION**

**ADDITIONAL REQUIREMENTS:** List any knowledge and skills needed at time of hire that are not already required in the classification specification:

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate the following:

| Operating Area | Biennial Amount (\$00000.00) | Fund Type |
|----------------|------------------------------|-----------|
|                |                              |           |
|                |                              |           |
|                |                              |           |
|                |                              |           |
|                |                              |           |

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

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## SECTION 11. ORGANIZATIONAL CHART

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Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

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## SECTION 12. SIGNATURES

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date