



- 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:**

The purpose of this position is manage all operational aspects within CCIC to include providing supervision, consultation, development, implementation, maintenance, and evaluation of all behavioral health services to include screening, assessments, psychological testing and crisis interventions. The BHS Intake Manager recommends revisions to agency policy and procedure, prepares budget requests for assigned program areas, evaluates the quality of screening and assessment services and performs direct supervisory functions for OS2, QMHP, PMHNP and contract psychologists related to assigning work, developing work procedures, establishing work schedules and monitoring work performance. The BHS Intake Manager has contact with all levels of institution staff, as well as other agencies, individuals and groups that interface with the ODOC.

---

### **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.

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 are 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 have 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.

Managers and supervisors are expected to provide leadership that contributes to the establishment of a working environment that is positive, productive and free from harassment and discrimination. As part of this effort, managers and supervisors are expected to participate in and encourage others to participate in the agency's activities that support affirmative action. This includes recruiting, selecting, retaining and promoting individuals with diverse background who are committed to the mission and values of the Department.

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
30%		E	<p><b>Administration</b>            Directs the mental health screening and assessment services at CCIC. Establishes and implements policies, and procedures to ensure that all inmates admitted to the ODOC will be screened for mental health and intellectual disabilities and evaluation of prior sexual abuse and/or prior sexual abusiveness at CCIC. Researches, develops, implements, evaluates and revises screening and assessment tools to reflect evidence based practices and to improve program efficiency. Evaluates data collection systems in accordance with Continuous Quality Improvement (CQI) measures. Recommends revisions to policies, procedures, referrals and screening protocols statewide. Maintains compliance with standards developed by the National Commission on Correctional Health Care (NCCHC), Prison Rape Elimination Act and the Oregon Health Authority. Monitors work performed by clinical staff and contractors to ensure that the screening, assessment and psychological testing services are consistent with agency policy, goals and objectives.            Prepares budget requests for CCIC that documents resource needs. Collaborates with all levels of inter-agency and intra-agency staff, individuals and groups that may be impacted by the ODOC.            Coordinates interdisciplinary treatment teams with Intake Counselors, medical and security. Attends Managers' Meetings, OPM Capacity Meetings, Operations Meetings, SNIEC Meetings, and Correctional Rehabilitation Meetings, etc. Participates in department wide projects and review teams at the local and statewide level. Acts as a liaison with county jails, community mental health programs, community correction programs, Oregon Youth Authority, other agencies, and advisory boards.</p>
40%		E	<p><b>Supervision</b>            Provides supervisory functions for the assessment and screening of all inmates who are admitted to the ODOC. Supervises, monitors and evaluates the work performance of clinical staff (Qualified Mental Health Specialists, PMHNP(s), licensed contract staff (psychiatrists, PMHNPs, and psychologists) and clerical staff assigned to CCIC.            Facilitates regular administrative and clinical meetings. Organizes work, establishes work schedules, and develops work procedures utilizing participatory management and personnel assessments. Interviews and hires staff and is involved in the contract process for licensed psychologists. Consults with security staff, Intake Counselors and clinical staff regarding the acuity and dangerousness</p>

20%		E	<p>of inmates referred for mental health screening, assessment and crisis intervention.</p> <p>Recommends and initiates personnel actions to ensure quality staffing. Determines annual training needs for all program staff. Participates in the development of curriculum and delivery of training for security staff who work in CCIC.</p> <p>Ensures efficient communication among mental health treatment providers both internally and externally. Provides technical assistance to staff in complying with federal and state plans, policies, regulations, and other requirements.</p> <p><b>Clinical Leadership</b></p> <p>Directs, develops, and identifies resources needed to ensure that all inmates admitted to ODOC have been screened and assessed according to BHS policies and procedures, state and federal standards. Audits inmate treatment records. Facilitates multidisciplinary treatment team reviews of inmates who require special housing (MHI/ICH/DTU/MHU) upon transfer to receiving institutions. Evaluates and maintains program CQI and utilization review procedures. Works closely with the BHS Clinical Director in the professional development of staff.</p>
8%		E	<p><b>Planning</b></p> <p>Recommends revisions to department wide policy and procedures by evaluating Intake practices against outcome measures established by ODOC and BHS. Directs work groups that provide input into policy package concepts. Participates in planning meetings with other agency administrators to improve accomplishment of overall agency core goals at various institutions within the State.</p>
2%		E	<p><b>Budgeting</b></p> <p>Prepares and submits budget recommendations by assessing program needs and preparing documentation of overall agency goals. Monitors, controls spending and takes action necessary to achieve goals and remain within allocated funds. Accounts for expenditures within authorized appropriations.</p>

---

#### 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.**

- \* Hazards involving contact with inmates in a correctional setting. Works in a position in which the control and supervision of inmates is an inherent responsibility.
- \* Hazards involving contact with mentally ill or emotionally disturbed offenders in correctional treatment settings.
- \* Responsible for the provision of a system for 24-hour on call emergency mental health services and the decisions that affect institution security

---

#### 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 Rules, policies and procedures of the Oregon Health Authority.
- \* Accreditation Standards for the National Commission on Correctional Health Care and the American Correctional Association.
- \* Federal law and Oregon Revised Statutes concerning prison mental health treatment and care, professional practice acts, confidentiality of medical information, patient rights, etc.
- \* Collective Bargaining Agreements, Personnel Procedures.
- \* Professional service contracts, agency service contracts and interagency Letters of Agreement.

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

- \* Establishes standards and direction for performance of work; used as a reference to evaluate program performance, to give direction to inmates and respond to grievances or complaints, to resolve problems with service delivery, and to prepare for litigation in state and federal court.
- \* Describes more specifically the standards for specific programs providing mental health treatment and care in correctional settings; used to train employee, contractors and agency personnel in specific procedures and decision making; guides the performance of work; used to evaluate performance and service delivery; used in the preparation for litigation in state and federal court.
- \* Used as a reference document which determining the types and levels of mental health services to be provided; for the development of administrative rules, policies, procedures and treatment protocols; to evaluate service delivery and performance; to prepare for accreditation.
- \* Used as the source document describing the agency's responsibility to the public when developing administrative rules, policies, procedures, protocol, when assigning work to licensed or credentialed mental health professionals, when reporting or taking other action with regard to the delivery of mental health care and treatment.
- \* Used to determine the scope of work to be performed by certain classifications, to assign work and required supervision for tasks performed by licensed or credentialed mental health professionals, used to evaluate deficient performance and determine if the relevant regulatory board should be notified.
- \* Used as the basis for responsibility to manage human resources, to establish positions, to recruit and select personnel, to appoint personnel to positions, to schedule personnel, to supervise and evaluate employee performance, to recommend or initiate personnel actions such as promotions, transfers or disciplinary action and to investigate and respond to employee complaints and grievances.
- \* Used to assign work and supervise professional service contractors and contract agency personnel. Used to engage certain specialty services, to evaluate performance, and to correct problems with service delivery including termination.

---

## **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>			
Training	In person/Electronic/Written	Scheduled and give training	Monthly
Budget Office	In person/Electronic/Written	Prepare budget, develop deviation plans, confirm allocations	Monthly
Office of Population Management	In person/Electronic/Written	Clear inmates for institution assignments	Daily
Purchasing	In person/Electronic/Written	Purchases	Weekly
Accounting	In person/Electronic/Written	Approve Payments	Weekly
Personnel	In person/Electronic/Written	Personnel Actions	Weekly
Superintendents	In person/Electronic/Written	Negotiate when, where, how mental health treatment programs will operate, advise on mental health and safety	Weekly
Staff	Electronic	Notify staff of inmates cleared for assignments, special needs for housing, security, and safety issues	Daily
Inmates & Families Parole Officers	In person/Electronic	Answer questions, resolve problems, give directions	Daily
State/Federal Agencies	In person/Electronic/Written	Discuss program issues, schedule, surveys, respond to survey results	Weekly
Oregon State Hospital	In person/Electronic/Written	Initiate civil commitment process, refer inmates for treatment	Weekly
Dept. Of Human Services	Written/Electronic	Apply for benefits	Weekly
Social Security Admin.	Written/Electronic	Apply for benefits	Weekly
ICE	Electronic	Arrange mental health care during transport	Bi-monthly
Department of Justice	In person/Electronic	General legal advice, litigation	Weekly
Risk Management	Electronic	Litigation	Weekly
Licensure Boards	Electronic	Verify Credentials/Report Practice violations	Monthly
Human Resources	In person/Electronic/Written	Labor relations issues.	As needed
Federal/County Correctional Facilities	Electronic/Written	Arrange for services.	Daily
Community Based Agencies/Individuals Mental Health Professionals, treatment programs, advocacy groups.	In person/Electronic/Written	Arrange for services, authorize treatment procedures, give and receive information, resolve problems	Daily
Social Service Agencies	Electronic	Arrange for services.	Daily
Vendors	In person/Electronic/Written	Purchase equipment, supplies products.	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 an administrative and clinical nature establishing policy, implementing programs, administering discipline. These decisions determine budget expenditures, personnel practices, prioritization of duties for others, inmate care and treatment.

Effects of decisions involve DOC liability, policy implementation, major resource allocations, quality and adequacy of inmate care and treatment and the nature and extent of treatment programs to be provided inmates at Department institutions.

---

## SECTION 8. REVIEW OF WORK

---

### Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Principle Exec/Manager E	MMSX7008	Weekly/Monthly Management Meetings	As needed	Review of major decisions.

---

## SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 4
- How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- |                                                             |                                                                              |
|-------------------------------------------------------------|------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Plan work               | <input checked="" type="checkbox"/> Coordinates schedules                    |
| <input checked="" type="checkbox"/> Assigns work            | <input checked="" type="checkbox"/> Hires and discharges                     |
| <input checked="" type="checkbox"/> Approves work           | <input checked="" type="checkbox"/> Recommends hiring                        |
| <input checked="" type="checkbox"/> Responds to grievances  | <input checked="" type="checkbox"/> Gives input for performance evaluations  |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" 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:

This position requires highly specialized clinical mental health treatment skills, ability to supervise the screening and assessment of seriously mentally ill inmates in a prison setting, and knowledge of the principles of budgeting, employee relations and practices of management.

**SPECIAL REQUIREMENTS:** List any special mandatory recruiting requirements for this position:

A graduate degree in social work, psychology or a behavioral sciences field.

Six (6) years of experience in professional-level work providing mental health services to individuals with chronic mental illness, including diagnosis and treatment.

Two years of direct management and supervision of a program section, or unit which included: a) staff supervision, b) development of program rules and policies, and c) development of long- and short-range goals and plans.

Certified by the ODOC as a Clinical Supervisor of a QMHP.

A license or certification by the State of Oregon (Board of Psychologist Examiners; Board of Licensed Social Workers; Board of Licensed Professional Counselors and Therapists).

Ability to communicate orally and in writing with a variety of individuals ranging from health care professionals to lay persons and a basic knowledge of public speaking.

Skill in establishing operating relationships and organizing work and selecting and developing staff.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		

---

**SECTION 11. ORGANIZATIONAL CHART**

---

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.

---

**SECTION 12. SIGNATURES**

---

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

---

Appointing Authority Signature

---

Date