



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
07/05/13

Agency: Department of Corrections

Facility: Snake River Correctional Institution

New Revised

This position is:

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

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Prin Exec Mgr C</u>	b. Classification No: <u>X7004</u>
c. Effective Date: _____	d. Position No: <u>0700072</u>
e. Working Title: <u>BHS Program Manager-MHU/DTU</u>	f. Agency No: <u>29100</u>
g. Section Title: <u>Behavioral Health Services</u>	
h. Employee Name: _____	
i. Work Location (City – County): <u>Ontario-Malheur</u>	
j. Supervisor Name (optional): <u>Renee Smith</u>	
k. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year	
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
l. FLSA: <input checked="" type="checkbox"/> Exempt If Exempt: <input type="checkbox"/> Executive m. Eligible for Overtime: <input type="checkbox"/> Yes	
<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Professional <input checked="" type="checkbox"/> No	
<input type="checkbox"/> Administrative	

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:**

The purpose of this position is to direct the clinical services for mental health care in the SRCI-Mental Health Unit (MHU) and Day Treatment Unit (DTU). The Program Manager supervises and coordinates the delivery of services by contractors and BHS staff in the MHU/DTU. In addition, the Program Manager administrates program development and implementation, development of policy and procedures, program management, staff meetings, supervisory sessions, training, etc. The Program Manager interfaces with institution administrators and contractors to ensure good working relationships and the smooth delivery of clinical 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.

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>Administration</p> <p>Directs the mental health treatment programming in the MHU and DTU. Develops, implements, and evaluates the overall programming for the MHU and DTU. Coordinates referrals to the MHU and DTU. Maintains compliance with BHS P & P and NCCHC standards. Carries out the goals of the agency in providing mental health treatment to inmates. Collaborates with institutional administration to ensure the smooth delivery of BHS programming within the stated units. Recommends revision to agency policy and procedures by evaluating their impact on program activities to increase program effectiveness. Participates in planning meetings with other agency administrators to improve accomplishment of overall agency goals. Responsible for inmates assigned to Complex One and the infirmary. Signs hearing memos for Mental Health Specialists in Complex One as well as Special Housing. Reviews, investigates, and writes responses on SRCI BHS grievances. Attends and participates on the SPM weekly meetings. Follows up on the SPM decisions.</p>
40%		E	<p>Supervision</p> <p>Supervises treatment activities in the MHU and DTU at SRCI. Assigns work, establishes work schedules, and monitors work performance of staff. Evaluates quality of services provided by reviewing reports and conferring with staff and contractors. Interviews and hires new staff members. Recommends and initiates personnel actions to ensure quality staffing. Participates in the evaluation of staff by completing timely performance evaluations. Provides feedback to the immediate supervisors of correctional officers and medical services staff that interface with BHS programming and service delivery. Provides coordination of contractors assigned to work in the MHU and DTU.</p>
30%		E	<p>Clinical Leadership and Service Delivery</p> <p>Plans, develops, and monitors treatment services. Assesses inmates for specialized treatment services. Implements groups developed by BHS based on evidenced based practices. Maintains and monitors quality of inmate treatment records. Supervises the coordination with institution and community agencies for pre-release services. Develops and maintains continuous quality improvement (CQI) review procedures.</p>
100%		E	<p>The Oregon Accountability Model (OAM) depends upon a team approach to custody with the 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 DOC 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</p>

100%	E	<p>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 OAM.</p> <p>In support of the OAM and the Department's Affirmative Action goals, all Management and Executive Services employees are expected to recognize the value of individual and cultural differences. Employees are expected to consistently treat customers, stakeholders/partners and co-workers with dignity and respect creating a work environment where individuals' differences are sought and valued.</p>
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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 in the MHU and DTU 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.

- a. List any established guidelines used to do this job, 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 Mental Health and Developmental Disability Services Division.
 - * 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 employees, 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 when 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 certified 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 certified 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 take disciplinary action, 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>			
Other Units within DOC			
Training	In person/Electronic/Written	Schedule and give training	Monthly
Classification	In person/Electronic/Written	Clear inmates for institution assignments	Daily
Purchasing	In person/Electronic/Written	Purchases	Monthly
Personnel	In person/Electronic/Written	Personnel Actions	Monthly
Superintendents	In person/Electronic/Written	Negotiate when, where, how mental health treatment programs will operate, advise on mental health and safety.	Weekly
Staff within	Electronic	Notify staff of inmates cleared for assignments, special needs for housing, security, and safety issues	Daily
Inmates & Families	In person/Electronic	Answer questions, resolve problems	Daily

- Approves work
- Responds to grievances
- Disciplines and rewards

- Recommends hiring
- Gives input for performance evaluations
- 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 clinical mental health treatment skills, ability to supervise the treatment of extremely mentally ill inmates in a prison setting, and significant administrative skills.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:
A graduate degree in social work, psychology or a behavioral sciences field.

One (1) year of experience in professional-level work providing mental health, including diagnosis and treatment.

One (1) year of supervision and management 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.

Eligible to be credentialed as a Qualified Mental Health Professional.

Demonstrates the competency to oversee and evaluate the mental health treatment services provided by a QMHA and a QMHP.

Is licensed or an applicant for licensure with one of the Oregon Licensing Boards (Board of Licensed Social Workers, Board of Licensed Professional Counselors and Therapists, Board of Psychologist Examiners etc.)

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

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>		
N/A		

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

Christy Henning for Jane Russell 7/16/13
Appointing Authority Signature Date