STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date: **08/13/13**

This position is:
- ☐ Classified
- ☐ Unclassified
  - ☐ Executive Service
- ☒ Mgmt Svc – Supervisory
- ☐ Mgmt Svc – Managerial
- ☐ Mgmt Svc - Confidential

Agency: Oregon Department of Corrections

Facility:

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Prin Exec Mgr C	**b.** Classification No:	MMS X7004
c. Effective Date:		**d.** Position No:	
e. Working Title:	BHS Manager	**f.** Agency No:	29100
g. Section Title:	Behavioral Health Services	**h.** Budget Auth No:	
i. Employee Name:		**j.** Repr. Code:	

k. Work Location (City – County):

l. Supervisor Name (Optional):

m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year ☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

n. FLSA: ☒ Exempt ☐ Non-Exempt

If Exempt: ☐ Executive ☒ Professional ☐ Administrative

o. Eligible for Overtime: ☐ Yes ☒ No

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 and operational services for mental health care. The Manager supervises and coordinates the delivery of services by clinical staff and contractors. In addition, the Manager is responsible for operational aspects of the assigned level of care including development, implementation and audit of policies, procedures and processes, level of care management, staff and treatment team meetings, clinical supervision, 1 - 1 routine supervisory sessions, training, documentation and record keeping, etc. The Manager interfaces with BHS administrators, HS administrators, institution administrators and managers as well as other stakeholders 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 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.

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
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
		E	Administration Establishes and implements objectives, policies and procedures for BHS, the level of care, Connections and directs the treatment philosophies, modalities and methods. Develops, implements, and evaluates the overall assessment, treatment and administrative objectives. Coordinates referrals to GP / MHI / ICH / BHU / DTU / MHU and maintains compliance with standards and policies developed by ODOC and NCCHC. Carries out the goals of the agency in providing mental health treatment to adults in custody. Collaborates and communicates with institutional administration and management to ensure the smooth delivery of BHS assessment and treatment within assigned level of care. Participates as a member of the institution's management team. Recommends revision to agency policy and procedures by evaluating their impact on activities to increase effectiveness and integration with agency and state goals and strategic plans. Participates in planning meetings with other institution or agency administrators to improve accomplishment of overall agency goals. Develops monthly reports. Responds to grievances and Torts as assigned.
		E	Clinical and Administrative Supervision Provides clinical supervision utilizing the BHS clinical supervision model and tools. Supervises assessment, treatment and treatment planning within the BHS levels of care. Assigns work, establishes work schedules, and monitors work performance of staff. Performs routine chart audits and addresses findings individually and within clinical staff meetings. Participates in Continuous Quality and Process Improvement Projects. Evaluates quality of services provided by reviewing reports and conferring with staff, contractors and other stakeholders. Interviews, hires, and trains 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 and review of referrals to contractors assigned to work and provides routine direct observation of group activities, chart audits, and annual performance review. Provides technical assistance to staff in complying with federal and state plans, policies, and regulations.
		E	Clinical Leadership and Service Delivery Plans, develops, and monitors assessment and treatment services and plans. Reviews and provides oversight for inmate specialized treatment services, involuntary medication, civil commitment, involuntary assignment, etc. Directs and monitors crisis response. Directs and monitors suicide prevention strategies and

			response. Monitors and ensures training all staff requirements are met. Implements groups developed by BHS based on evidenced based practices. Maintains and monitors quality of inmate treatment records. Facilities treatment team meetings. Acts as central coordinator for interdisciplinary treatment team. Facilities clinical and administrative meetings with mental health professionals. Leads BHS work groups and committees. Supervises the coordination with institution and community agencies for pre-release services. Develops and maintains continuous process improvement (CPI) review procedures. Responds to after hour emergent calls.
		E	Budgeting Prepares and submits budget recommendations by assessing needs and preparing documentation of overall agency goals.

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 cognitively impaired offenders in correctional treatment settings.
* Responsible for the provision of a system for 24-hour on call emergency mental health services in the assigned program 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 Addictions and Mental Health 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 and to resolve problems with service delivery.

* 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 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?
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
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 levels of care 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/Written	Answer questions, resolve problems	Daily
State/Federal Agencies MHDDSD	In person/Electronic/Written	Discuss program issues, schedule, and surveys, respond to survey results.	Monthly
Oregon State Hospital	In person/Electronic/Written	Admit patients, discuss treatment issues, discuss program issues	Weekly
DHS	Written/Electronic	Apply for benefits	Weekly
Social Security	Written/Electronic	Apply for benefits	Weekly

Administration			
Risk Management	Electronic	Litigation	Bi-Monthly
DAS Personnel	In person/Electronic/Written	Labor Relations issues	As needed
Federal/County Correctional Facilities	In person/Electronic/Written	Arrange for services	Monthly
Mental Health Professionals, treatment programs, advocacy groups	In person/Electronic/Written	Arrange for services, authorize treatment procedures, give and receive information, resolve problems	Daily

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 services in various levels of care, clinical and management supervision, assessment and treatment service evaluation, personnel action and administering discipline. These decisions determine 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 a Department institution.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
PEM-E		Individual Weekly and Monthly Management Meetings	As needed	Review of major decisions

Note: *If additional rows of the below table are needed, place curser 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? 8

How many employees are supervised through a subordinate supervisor? 0

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

- ☒ Plan work
- ☒ Assigns work
- ☒ Approves work
- ☒ Responds to grievances
- ☒ Coordinates schedules
- ☒ Hires and discharges
- ☒ Recommends hiring
- ☒ Gives input for performance evaluations

☒ Disciplines and rewards ☒ 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 seriously mentally ill inmates in a prison setting, and significant administrative skills.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:
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
N/A		

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

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, and employee name and position number.

SECTION 12. SIGNATURES

Employee Signature	Date	Supervisor Signature	Date

Appointing Authority Signature	Date