



## 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.

%	of Time	N/R/NC	E/NE	DUTIES
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
30%			E	<b>Administration</b> Establishes and implements program objectives, policies and procedures for BHS and DOC and directs the treatment program philosophies, modalities and methods. Develops, implements, and evaluates the overall program objectives. Coordinates referrals to the ICH/BHU and maintains compliance with standards developed by the Addictions and Mental Health Division. 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 assigned programs. Participates as a member of the institution's management team. Recommends revision to agency policy and procedures by evaluating their impact on program activities to increase program effectiveness and integration with agency and state goals and strategic plans. Participates in planning meetings with other agency administrators to improve accomplishment of overall agency goals. Develops monthly program reports.
40%			E	<b>Supervision</b> Supervises treatment activities within BHS. 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, 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 of contractors assigned to work in the assigned program. Provides technical assistance to staff in complying with federal and state plans, policies, and regulations.
30%		E	<b>Clinical Leadership and Service Delivery</b> 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. Facilitates treatment team meetings within BHS. Acts as central coordinator for interdisciplinary treatment team. Supervises the coordination with institution and community agencies for pre-release services. Develops and maintains continuous quality improvement (CQI) review procedures.

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#### SECTION 4. WORKING CONDITIONS

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**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.

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#### SECTION 5. GUIDELINES

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**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?
<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/Written	Answer questions, resolve problems	Daily

State/federal Agencies	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 Administration	Written/Electronic	Apply for benefits	Weekly
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 programs, maintenance, evaluation, 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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
PEM-D	X7006	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? 10

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

Coordinates schedules

Hires and discharges

Recommends hiring

- Responds to grievances
- Disciplines and rewards

- 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 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
<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		

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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, and 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