



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
2-15-13

Agency: Department of Corrections

Facility: BHS ADMIN

[] New [x] Revised

This position is:

- [x] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc - Supervisory
[] Mgmt Svc - Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Institution RN
b. Classification No: C6214
c. Effective Date:
d. Position No: 0700039
e. Working Title: Transition Release Specialist
f. Agency No: 29100
g. Section Title: Behavioral Health Services
h. Employee Name:
i. Work Location (City - County): Salem-Marion
j. Supervisor Name (optional):
k. Position: [] Permanent [] Seasonal [] Limited Duration [] Academic Year
[] Full-Time [] Part-Time [] Intermittent [] Job Share
l. FLSA: [x] Exempt [] Non-Exempt
If Exempt: [] Executive [x] Professional [] Administrative
m. Eligible for Overtime: [x] 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 (formerly known as Counseling and Treatment Services) of the Oregon Department of Corrections provides treatment at each of the Department's institutions for offenders who are mentally ill and 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 intake and assessment, case management, medication management, crisis intervention, individual and group counseling, short-term psychiatric crisis stabilization in the Mental Health Infirmary, co-occurring disorders treatment, mental health day treatment, mental health housing, specialized work programs, developmental disabled services, risk assessment and behavior management services, release planning and sex offender assessments.

Oregon Accountability Model: The basis of the Oregon Accountability Model is the strong belief about the importance of strengthening staff-to-inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. Our job is to move inmates from anti-social to pro-social citizens and our interactions with inmates on a daily basis are without a doubt our most powerful tool to reinforce pro-social behavior. Thus, the nature of our relationships and communications with those we have been charged to keep secure and change are core to our success. Since relationships and respect are built through repeated experiences and communications about those experiences, then what we do and say to inmates are key to achieving long term public safety. Each employee is expected to model appropriate pro-social behavior, support positive change in individual offenders and actively support the Oregon Accountability Model through their day-to-day interactions with others.

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:

Provide mental health transition release services to inmates with significant mental health disorders or developmental disabilities who will soon release to the community. Transition release services will be provided to inmates assessed by BHS in each facility, to be at highest risk for immediate and serious mental health problems upon release. Transition release services include pre-release planning, referrals and coordination of services with BHS and Transition Services, community re-entry coordination planning with inmates, community corrections, and community resources for medical benefits, financial assistance, special housing, facility placements and civil commitments. Will work closely with the medical release specialist to develop and maintain community resources and develop and maintain relationships with community partners and stakeholders.

SECTION 3. DESCRIPTION OF DUTIES

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 cursor at end of a row (outside table) and hit “Enter”.

| | | | |
|-----|--|---|---|
| 5% | | E | Initiate transition release process by notification to all DOC BHS Managers of inmates with MH2/MH3 CODES and DD2/DD3 CODES who are scheduled to release within 6 months. Accept for transition release services, BHS referrals of highest risk of mental health and DD inmates. |
| 25% | | E | Develop a transition release plan that is based upon staff Interviews, mental health records review and reviews of assessed financial, housing, and other community resource needs. |
| 30% | | E | Initiate, coordinate and facilitate eligibility for community referrals to agencies such as Department of Human Services, Social Security Division, VA, Extended Care Management Unit and Community Corrections. Work with mental health providers in the community to ensure continuity of mental health services. |
| 5% | | E | Initiate and coordinate mental health facility placements in secure residential facilities, foster and group homes. |
| 10% | | E | Foster positive professional relationships with community partners in re-entry efforts to strengthen teamwork related to transition release planning. |

| | | | |
|------|--|---|---|
| 10% | | E | Maintain current documentation that includes the specifics of the transition release plan, individual or agency contacts and progress towards release goals. |
| 15% | | E | Coordinate the civil commitments process for inmates who are a danger to self or others and it has been determined that there is no feasible community placement available. |
| 100% | | E | 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 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. |

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.

Requires contacts with inmates who may become violent.

Requires contacts with inmates who have significant mental health disorders or developmental disabilities.

Requires contact with convicted felons who are incarcerated in LEVEL 4 – LEVEL 5 secure correctional institutions.

Possible exposure to chemicals, radiation, body fluid and other hazards inherent to a health care setting.

Possible exposure to communicable diseases in a statistically high risk population (prisoners) inherent to a health care setting.

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.

Established guidelines used to do this job...

1. NCHC Standards
2. Oregon Department of Corrections Administrative Rules, Policies and Procedures of the Mental Health and Developmental Disability Services Division
3. Oregon Revised Statutes on Professional Practice Acts
4. Oregon Revised Statutes on Patient Rights, Confidentiality
5. Health Services Institution Operations Procedures, Nursing Procedures, Nursing Protocols
6. Federal and State Regulations for Pharmaceuticals and Classified Drugs

b. How are these guidelines used?

1. Provides guidelines for decision making regarding specific episodes as well as the system for provision of inmate mental health care.
2. Establish guidelines and direction for all staff who provide mental health care and treatment. Used to answer questions from inmates, and other agencies.
3. Used as the guideline for what work can be performed by each licensed health care professional, what work can be delegated to other personnel, the training and level of supervision required.
4. Used as the basis for decisions and actions taken with regard to inmates and their mental health care needs, governs the confidentiality of medical information and its release.

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> | | | |
| Community mental health facilities, individuals & DOC institutions | Telephone/Person | Continuity of care, specialized referrals for mental health treatment, facility admission | Daily |
| Security Staff | Telephone/Person | Coordinate transportation | Daily |
| Ancillary staff within the Institution | Telephone/Person | Exchange of information, records transfers, facility access for service providers. | Daily |
| Community based mental health providers, psychiatrist, PMHNP, nurses, Laboratory staff, Pharmacies | Telephone | Information and transition release planning | Daily |
| Inmate | Telephone/Person | Answer questions | Daily |

SECTION 7. POSITION RELATED DECISION MAKING

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

1. Decides which inmates are appropriate for specialized transition release services.
2. Decides which services will be necessary to meet the inmate's transitional mental health needs.
3. Advises BHS ADMIN of inmates that require a civil commitment hearing.
4. Coordinates community referrals at the appropriate time to ensure adequate discharge planning resources.

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> | | | | |
| Assistant Administrator | PEM-E X 7008 | Daily observation and by review of reports and periodic conferences. | Weekly and as necessary | To assure completion of duties and adherence to identified |

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|--|--|--|--|------------|
| | | | | standards. |
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SECTION 9. OVERSIGHT FUNCTIONS

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

The person in this position has direct contact with inmates housed in the various correctional institutional facilities located around the state. This position must travel between multiple facilities within any given work day. The demands of the work environment can be chaotic.

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

- * Valid Oregon Drivers License with a good driving record.
- * Unencumbered licensure as a Registered Nurse by the Oregon State Board of Nursing.
- * Minimum three years recent experience in a health care setting, two of which must be in a position working with mental health patients or with community discharge planning.

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> | | |
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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