

JOB DESCRIPTIONS

Staff Classifications (alphabetical list):

Administrative Assistant.....	Page 2
Chief Child Psychiatrist.....	Page 4
Clinical Supervisor.....	Page 5
Community Mental Health Specialist.....	Page 7
Dental Assistant.....	Page 8
Dentist.....	Page 9
Head Nurse.....	Page 10
Licensed Mental Health Clinician.....	Page 11
Licensed Vocational Nurse.....	Page 13
Medical Assistant.....	Page 15
Medical Director.....	Page 17
Mental Health Nurse.....	Page 18
Nurse Practitioner.....	Page 20
Nursing Services Manager.....	Page 21
Office Assistant.....	Page 23
Optometrist.....	Page 25
Physician.....	Page 26
Program Technician.....	Page 27
Psychiatric Technician.....	Page 29
Psychiatrist.....	Page 30
Senior Licensed Mental Health Clinician.....	Page 31
Staff Nurse.....	Page 33
Supervising Office Assistant.....	Page 34
Unlicensed Mental Health Clinician.....	Page 35

ADMINISTRATIVE ASSISTANT

DEFINITION:

Under general direction, performs administrative services for managers and administrators; may direct or instruct clerical staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant is utilized to provide secretarial and administrative support to managers and administrators. Inherent in these assignments is the use of independent judgment requiring knowledge of manager's policies, goals, and objectives, and to complete or handle sensitive and confidential assignments. Typical assignments include scheduling appointments, conferences and meetings; screening correspondence, messages and inquiries; handling confidential and sensitive matters in person, over the phone and in writing; developing work schedules for professional, technical and clerical staff; keeping supervisor apprised of the status of pending assignments and deadlines; and supervising subordinate clerical staff.

The Administrative Assistant is expected to perform assignments proficiently with little or no direction from supervisor or manager. The Administrative Assistant is expected to handle complex, sensitive issues, have a greater knowledge of manager's day-to-activities, and to work in close support of high level managers or administrators.

The Administrative Assistant must be mature, have self-confidence, sound judgment, initiative, good interpersonal and clerical skills and ability to communicate effectively.

TYPICAL TASKS:

The information listed below is meant to serve as samples of the job duties and responsibilities for this position. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Performs administrative and secretarial services for a manager or administrator including scheduling appointments, conferences and meetings; arranging travel and lodging accommodations; proofreading, editing and assuring correspondence and reports are grammatically correct; independently composes letters and correspondence; maintaining confidential files; screening documents, messages and inquiries directed to the manager requiring prioritizing and routing to appropriate staff; and handling personnel, payroll and budget details;
2. Handles routine and difficult public relations issues in person, over the phone, and in writing. This includes dealing with clientele, the media and public officials;
3. Handles confidential and sensitive assignments independently and under general directives requiring knowledge and application of manager's policies, goals and objectives;
4. Gathers information for use by manager for evaluation and decision making. Examples of sources include County departments, State and Federal agencies, community group and private organizations;
5. Keeps supervisor apprised of status of outstanding assignments and deadlines through monitoring of master calendar or suspense file. The assistant may initiate contact with other staff to determine status of assigned projects;
6. Maintains records including reconciling computer reports to source documents; checking documents for completeness, conformity to regulations, and sufficiency of information; and compiling statistical information;

7. Attends meetings on behalf of manager and prepares summary minutes or orally reports substance of meeting;
8. Operates office equipment including a variety of personal computers, duplicating machines, various computer programs and equipment, and other equipment;
9. Explains clerical procedures and forms to administrative, professional and technical staff. This may include bills, time cards, requisitions, timely filing of documents and use of office equipment;
10. May oversee subordinate clerical staff and provide training;

MINIMUM QUALIFICATIONS:

- Four (4) years of increasingly responsible secretarial or administrative assistance experience.
- Twelve (12) units of coursework from a recognized college or vocational secretarial school may be substituted for one year of the required experience.
- A valid California Class "C" Driver's License may be required.

CHIEF CHILD PSYCHIATRIST**DEFINITION:**

Provides medication services and behavioral health treatment for juvenile wards including examinations, conduction of laboratory and diagnostic tests, as necessary, and evaluation of the patient. Provides a diagnosis of general physical condition and mental disorder and performs/prescribes a plan of care. Consults with specialists and directs appropriate referrals as needed. Collaborates with physicians, social workers, psychiatric nurses, psychologists and other professionals to discuss progress and treatment plans.

Provides psychiatric on-call coverage after hours (5:00 pm to 8:00 am), weekends, holidays, and days when there is no staff present, as determined.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and practices of psychiatry including specialized techniques, procedures, and equipment used in psychiatry.
- Knowledge of disease prevention, detection and treatment.
- Knowledge regarding substance abuse and its effects on physical and psychological health.
- Knowledge of mental illnesses, detection and treatment within high density, confined populations.
- Ability to perform specialized medical services in child psychiatry.
- Ability to evaluate and prescribe medication and legal controlled substances.
- Ability to communicate effectively with staff, including physicians, mid-level practitioners, registered and licensed/unlicensed personnel, and clerical support staff as well as children and adolescence.
- Must keep current on new treatments and other psychiatric issues.

QUALIFICATIONS:

- Current licensure as a child psychiatrist in the State of California.
- Current DEA registration.
- A valid California Class "C" Driver's License may be required.

CLINICAL SUPERVISOR

DEFINITION:

Under direction, oversees staff in a behavioral health program; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Clinical Supervisor utilized in the Correctional Health Division is responsible for administering a comprehensive multidisciplinary system of Mental Health and Substance Use Disorder Services.

The Clinical Supervisor has full oversight responsibilities over clinical and support staff. These responsibilities include interviewing, selecting, training, assigning, directing, monitoring, and evaluating staff. Additionally, depending upon program size and in accordance with state licensing and/or certification requirements, incumbents may provide clinical direction to subordinate staff, clinical supervision of unlicensed clinicians and student interns and may provide direct inmate services.

TYPICAL TASKS:

The information listed below is meant to serve as samples of the job duties and responsibilities for this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Instructs and directs staff in a behavioral health program for adult inmates. Responsibilities include training, assigning, directing, and monitoring staff when necessary.
2. Consults with a Manager regarding program goals, activities, policies, and procedures.
3. Assures that County, department, and program policies are properly implemented.
4. Develops and implements work schedules to assure proper program coverage.
5. Ensures staff proficiency in behavioral health information and other information systems utilized by the program.
6. Reviews case files to assure compliance with departmental and state policies, procedures, and billing requirements.
7. Assures proper maintenance of the physical facility and availability of supplies.
8. Prepares or directs the preparation of memoranda, letters, reports, and correspondence.
9. In accordance with state licensing and/or certification requirements, may provide clinical consultation to professional staff seeking to obtain licensure or certification.
10. In accordance with state licensing and/or certification requirements, may provide direct inmate services including evaluating and developing treatment plans, conducting therapy sessions, and consulting with other agencies regarding inmate treatment.
11. May conduct special studies or projects under the direction of management staff.

KNOWLEDGE, SKILLS AND ABILITIES:

- Principles, theories, techniques and practices of clinical social work.
- Various therapeutic, treatment and recovery approaches, including individual, and group and counseling for substance use disorders.
- Laws, regulations and ethical standards governing behavioral health treatment and medical records.
- Behavioral health interviewing techniques and treatment methods.
- Principles and practices of cultural competency theory.
- Theories and causes of substance use disorders.
- Display effective organizational and time management principles and techniques; Identify and evaluate normal and abnormal behavioral tendencies.
- Evaluate, develop and implement treatment plans.
- Remain knowledgeable and proficient in behavioral health practices through readings, research, professional organizations, academic training, and participation in direct inmate services.
- Communicate effectively in both oral and written forms to staff and inmates.
- Demonstrate a high degree of maturity, integrity, initiative, and independent judgment.

MINIMUM QUALIFICATIONS:

- Clinical Supervisor must possess a bachelor's degree that is acceptable within the United States' accredited college or university system.
- Clinical Supervisor must have four (4) years of full-time, paid professional work experience in a behavioral health or substance abuse program or as a Clinical Social Worker, Marriage and Family Therapist, Psychologist, Registered Nurse, or Substance Abuse Counselor.
- A valid California Class "C" Driver's License may be required.

COMMUNITY MENTAL HEALTH SPECIALIST

DEFINITION:

Under general supervision, provides supportive services to mentally ill or emotionally disturbed adult inmates and juvenile wards; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Community Mental Health Specialist provides supportive social services to mentally ill or emotionally disturbed adults and juvenile wards. Supportive social services involve assisting inmates/wards in adjusting to and maintaining themselves in a day-to-day living situation within an incarcerated environment.

Incumbents of this classification must possess: ability to establish and maintain effective interpersonal relationships at all organizational levels, and with the inmates/wards; effective oral and written communication skills; knowledge of basic patient/inmate care practices; complete assignments with minimal supervision, and exercise greater independent judgment in the performance of assignments; and display maturity, integrity, and good judgment.

TYPICAL TASKS:

The information listed below is meant to serve as samples of the job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Interviews adult inmates to assess their problems and needs concerning the necessities of day-to-day.
2. Develops and implements treatment plan to resolve inmate's/ward's problems and needs concerning the necessities of day-to-day living; assesses and evaluates progress made.
3. Provide case management services including linkage, advocacy, and outreach services to inform inmates/wards about community resources upon release.
4. Confers with clinical staff regarding inmate's/ward's progress.
5. Prepares and writes case records, reports, and correspondence and maintains appropriate controls and records.
6. Under direction of a clinician, may assist in carrying out activities described in treatment plan, i.e., daily living skills.
7. If licensed as a Vocational Nurse or Psychiatric Technician, may be required as necessary, to provide services consistent with that license.

MINIMUM QUALIFICATIONS:

- Successful completion of twelve (12) semester units from an accredited college or university from any of the following disciplines: Social Work, Psychology, Rehabilitation Counseling, Education Counseling or Marriage and Family Counseling.
- One (1) year of full-time, paid experience working with clients in human services setting.
- A valid California Class "C" Driver's License may be required.

DENTAL ASSISTANT

DISTINGUISHING CHARACTERISTICS:

Under general supervision, gives either chairside assistance to a dentist or operating room assistance to a dentist or oral surgeon; and performs related work as required.

Dental Assistants will assist in preparing inmates, equipment, tools, and operating areas for oral maintenance or tooth repair or extraction. Clerical tasks related to inmate care, such as completing records and forms, data entry and inventory maintenance will also be performed.

TYPICAL TASKS:

1. Prepares operatory and inmates; including laying out instruments and supplies.
2. Assists dentist at chairside by passing tools and equipment, and preparing and passing filling materials.
3. Takes and develops dental x-ray s.
4. Cleans, dusts and sterilizes working areas.
5. Cleans and sterilizes instruments and equipment.
6. Assists dentist and oral surgeon in operating room.
7. Takes medical history and prepares inmates' charts.
8. Gives pre-operative and post-operative instructions to inmates.
9. May act as a lead worker by assigning, reviewing, and coordinating the work of other Dental Assistants.
10. Does record-keeping, typing, and inventory maintenance.

MINIMUM QUALIFICATIONS:

- Certificate of completion of a Dental Assistant training program approved by the California State Board of Dental Examiners.
- One (1) year of full-time, paid experience equivalent to that gained as a Dental Assistant.

DENTIST:

DEFINITION:

Provide dental treatment services to incarcerated individuals in the Fresno County Jail; oversee clinic operations and assume responsibility for the quality of inmate dental care; teach inmate the appropriate skills necessary to maintain and/or improve good oral health.

Provide consultation services to medical staff; participate in planning, monitoring, maintaining, and evaluation of all facets of the dental program. Evaluate dental needs of inmates, and recommend treatment/provide appropriate intervention. Be responsible, along with the dental assistant, for cleaning and ensuring proper functioning and sterilization of dental equipment and instruments; oversee the activity of dental auxiliary personnel in the performance of their designated duties to ensure compliance with the State Dental Practice Act. Serve as a resource person to custody staff and health care personnel. Along with the Medical Director, make appropriate referrals to dental specialty consultants when required.

DISTINGUISHING CHARACTERISTICS:

Must possess strong oral and written communications skills and have the ability to relate well to patients as well as other staff. Possess sufficient clinical experience providing dental treatment services to adults. Incumbent must remain knowledgeable regarding new developments in dental care through continued academic education, readings, research and professional organizations.

KNOWLEDGE, SKILLS & ABILITIES:

- Current public health dentistry issues and trends.
- Title 15 requirements.
- Policy and Procedures of the Correctional Health Division.
- HIPAA
- Familiarity with oral disease prevention, detection and treatment, properly interpret dental X-rays, perform dental extractions and other oral dental procedures and interventions.

QUALIFICATIONS:

- A valid California Board Certified Dental Examiners License.
- Must possess Controlled Substance Registration Certification.
- A valid California Class "C" Driver's License may be required.

HEAD NURSE

DISTINGUISHING CHARACTERISTICS:

Under general supervision, provides oversight and coordinates nursing care in an inmate care unit on a twenty-four basis; and may perform related work as required.

The Head Nurse oversees and coordinates an inmate care unit on a twenty-four hour a day basis. Head Nurse differs from Charge Nurse in that the latter oversees an assigned shift within an inmate care unit.

The Head Nurse must identify and be responsive to the health needs of inmates and relate well to them; use good judgment; have a high degree of maturity; and assess and react rapidly to emergency situations. In addition, this class must possess leadership abilities and strong communication skills.

TYPICAL TASKS:

1. Assists the Nursing Services Manager in the administration of a nursing area.
2. Delegate's responsibilities and assignments to subordinates in an inmate care unit.
3. Evaluates the performance of all nursing personnel in a unit in terms of inmate care, staff relations, and efficiency of service.
4. Accompanies physicians on rounds and keeps informed of special orders concerning inmates and makes nursing care plans accordingly.
5. Observes nursing care activities to ensure that nursing care is being carried out as directed and treatment administered in accordance with physician's instructions.
6. Orients new staff members and assists in their development.
7. Participates in staff meetings and conferences on nursing problems.
8. Oversees and assists in the admission, transfer, discharge, and education of the inmate.
9. The Head Nurse oversees and coordinates an inmate care unit on a twenty-four (24) hour a day basis.

MINIMUM QUALIFICATIONS:

- A valid California Board of Registered Nursing license.
- Four (4) years of nursing experience.
- A valid California Class "C" Driver's License may be required.

LICENSED MENTAL HEALTH CLINICIAN**DEFINITION:**

Under general supervision, provides professional mental health services including behavioral health triage screening, assessments, case management, rehabilitation, individual, and group therapy and counseling sessions; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Licensed Mental Health Clinician classification series is utilized to provide professional behavioral health services and individual, group, marital, and family therapy and counseling to mentally ill or emotionally disturbed incarcerated adults and juveniles. Depending on license held, incumbents provide professional behavioral health services in accordance with State of California laws and regulations.

The Licensed Mental Health Clinician gains continued behavioral health experience and training under general, clinical supervision. This position differs from Senior Licensed Mental Health Clinician in which incumbents are fully trained and routinely provide required clinical supervision for staff seeking licensure.

TYPICAL TASKS:

The information listed below is meant to serve as samples of job duties and responsibilities for this position. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Evaluates inmate's/ward's psychosocial dysfunction and formulates a behavioral health wellness and recovery service plan.
2. Conducts individual, group, marital, and family therapy, as applicable, and case management, rehabilitation, and counseling sessions as part of a behavioral health wellness and recovery service plan.
3. Provides crisis intervention services.
4. Speak to community lay and professional groups to promote behavioral health, wellness and recovery and anti-stigma practices.
5. Participates in staff development programs and in staff conferences regarding detainee's case management, wellness and recovery.
6. Counsels and consults with inmates/wards and other professional staff regarding recommendations for wellness and recovery service planning and delivery.
7. Prepares correspondence, records, and reports.
8. May provide behavioral health clinical oversight and direction to unlicensed clinicians, mental health paraprofessional staff, and student undergraduate/graduate placements.

KNOWLEDGE, SKILLS & ABILITIES:

- Principles, theories, techniques and practices used in clinical social work and/or marriage and family therapy including techniques used for the diagnosis of and behavioral health services for chronically mentally ill and emotionally disturbed inmates;
- Laws, regulations and ethical standards governing behavioral health treatment and medical records in a detention facility;
- Behavioral health interviewing techniques and behavioral health treatment methods;
- Intensive and long term case management services in a wellness and recovery evidence based framework;
- Cultural competency theory, practice and its application in behavioral health settings with a diverse population;
- Federal, state, and local laws and regulations governing behavioral health services;
- Identify and evaluate normal and abnormal behavior tendencies, prioritize, rank and group these behaviors leading to an appropriate diagnostic label(s) within the inmate's/client's cultural and linguistic perspective;
- Communicate effectively in both oral and written forms to other staff and inmates, about wellness and recovery behavioral health philosophy, terminology and concepts in an understandable, non-threatening manner;
- Initiate and maintain a variety of progress notes, inmate charts and other required documentation in standard form and language;
- Utilize various types of electronic and/or manual recording and information systems;
- Establish and maintain effective work relationships with team members, other behavioral health services staff, clerical staff, and with those contacted in the performance of required duties;
- Lead and participate in a behavioral health services team meeting;
- Keep current with new developments, trends of thoughts, and literature in the fields of psychology and behavioral health services especially evidence based practices and wellness and recovery models and any other areas that the department determines are a priority;
- Mentor, train, motivate and provide direction for unlicensed and paraprofessional staff;
- Organize and perform assigned behavioral health duties;
- Learn departmental policies, procedures, and practices;
- Establish and maintain effective interpersonal relationships at all organizational levels with professional/paraprofessional staff, and with inmates;
- Think analytically and critically;
- Display supervisory, negotiation, training and teaching skills, and possess a high degree of initiative, maturity, integrity, and good judgment.

MINIMUM QUALIFICATIONS:

- A Current California license as a Clinical Social Worker or Marriage and Family Therapist issued by the California State Board of Behavioral Science and will only work with the adult detention inmates.
- A valid California Class "C" Driver's License may be required.

LICENSED VOCATIONAL NURSE

DISTINGUISHING CHARACTERISTICS:

Under general supervision of registered nurses and/or licensed physicians the Licensed Vocational Nurse (LVN) provides routine nursing care to adult inmates or juvenile wards. This class is expected to be fully trained and to handle assignments with a greater degree of latitude and judgment.

Licensed Vocational Nurses must be able to: identify and be responsive to the health needs of inmates; work effectively in stressful, emotional and confrontational situations; accurately follow oral and written instructions; assess and react rapidly to emergency situations and have a high degree of maturity. In addition, incumbents must possess good judgment and cultural sensitivity towards persons of diverse ethnic, social and economic backgrounds.

TYPICAL TASKS:

The information listed below is meant to serve as typical tasks and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Provides nursing care to inmates/wards within the scope of the Licensed Vocational Nurse Practice Act; prepares inmates/wards and cares for them during treatment; administers medications subcutaneously, intramuscularly, intradermal, subdermal, and/or orally; takes temperature, pulse, respiration and blood pressure of inmates/wards as necessary .
2. Performs veina-puncture, injections of medications including biological immunizations for adult inmates, including the provision of Tuberculin Skin tests, Coccidioidin skin tests and Histoplasmin skin test in the course of a tuberculosis control program.
3. Applies and changes dressings and administers treatments including catheterizations, irrigations, and enemas; collects specimens for laboratory analysis.
4. Assists doctors, registered nurses, and nurse practitioners in the administration of special treatments and examinations; charts treatments and medications and maintains pertinent medical records according to established practice by the Nurse Practice Act, policies and procedures.
5. Assists doctors and registered nurses in the administration of medical records; assists in the data collection and input, preparation and implementation of inmate care plans; participates in inmate education and rehabilitation programs and documents data appropriately.
6. Observes and assesses inmate/ward condition and behavior; documents and reports significant changes to the supervisor and/or makes referrals as necessary; may participate in physical, occupational, and group therapy programs.
7. May be responsible for the faxing of medication orders and reorders to the pharmacy and restocking of supplies and medications, as needed.
8. May perform lead work involving the assigning, reviewing and coordinating the work of lower level staff.
9. May be responsible for answering 24-hour "crisis" phone and provide counseling within scope of expertise or make necessary referrals to other agencies, facilities and/or other individuals.
10. May draw blood upon completion of an approved course.

MINIMUM QUALIFICATIONS:

- A valid licensed vocational nurse's license issued by the California Board of Vocational Nursing and Psychiatric Technicians
- One (1) year of full-time paid work experience as a Licensed Vocational Nurse.
- A valid California Class "C" Driver's License may be required.

MEDICAL ASSISTANT**DISTINGUISHING CHARACTERISTICS:**

Under general supervision, the Medical Assistant classification administers medication by injection; performs skin tests and draws blood; performs routine technical and clerical support services in health care settings; and performs related work as required.

Incumbents of this classification series are certified to administer medication by injection, perform skin tests, and draw blood under the clinical supervision of a physician. In addition, incumbents of this classification series assist clinic staff by performing a variety of technical and clerical support services to maintain smooth patient flow and clinic operation.

Medical Assistants are expected to have sufficient training and experience to complete assignments with minimal supervision, and exercise greater independent judgment in the performance of assignments.

TYPICAL TASKS:

The information listed below is meant to serve as typical tasks and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Assists clinic staff with examinations, inmate prep and treatment, and helps carry out inmate care plans.
2. Obtains and records inmate history, temperature, blood pressure, pulse, respiration, and obtains specimens.
3. Upon specific authorization and under the supervision of a physician, administers medication by injection; performs skin tests; performs venipuncture or skin punctures for purposes of drawing blood; and records information obtained in the inmate medical record.
4. Charts medication given in the inmate medical record.
5. Maintains examination rooms in a clean and orderly manner, cleans and sterilizes equipment, and checks for adequate supplies and proper equipment.
6. Ensures lab specimens are properly packaged, labeled, and placed for pick up; and obtain lab results as directed.
7. May contact Community Health Division staff to follow up with inmates testing positive for lab results.
8. Translates as required to serve inmate needs. Translating may be oral or in written form.
9. Provides health and education materials and instruction to inmates.
10. May assist with clinic support duties such as registering inmates, determining financial responsibility, and processing inmate medical records.

KNOWLEDGE, SKILLS & ABILITIES:

- Provisions of the Medical Practice Act;
- Business and Professions Code, and Title 16 of the California Code of Regulations;
- Basic patient care practices;
- Health Insurance Portability and Accountability Act (HIPAA) regulations;
- Computer applications and programs such as Microsoft Office (Word, Excel, Access, Internet Explorer and Outlook).
- Perform basic administrative, clerical and technical support services;
- Interview inmates to obtain medical information and perform basic patient care practices;
- Follow established protocols in conducting medical procedures;
- Accurately record relevant information in inmate records;
- Follow written and oral instructions;
- Interact with people of diverse ethnic, social and economic backgrounds, and possess cultural sensitivity;
- Communicate effectively both orally and in writing;
- Operate a computer in the completion of daily tasks and assignments;
- Display a high degree of maturity, integrity and good judgment.

MINIMUM QUALIFICATIONS:

- A valid certificate attesting to the successful completion of Medical Assistant training pursuant to standards established by the Medical Board of California, Committee on Allied Health Professions
- One (1) year of full-time paid work experience as a Medical Assistant. In accordance with the Medical Practice Act of the Business and Professions Code, incumbents must be at least 18 years of age.
- A valid California Class "C" Driver's License may be required.

MEDICAL DIRECTOR

DEFINITION:

Under direction, provide medical supervision, direction and oversight to adult and youth correctional facility clinics and correctional facility medical staff; provide primary medical care in various adult and youth correctional facility clinics; act as a liaison with custody staff and the courts; provide telephone on-call services; and perform other work as required.

DISTINGUISHING CHARACTERISTICS:

This class is a physician class with correctional facility or clinic medicine experience and requires the incumbent to be Board Certified in internal medicine or family practice. Incumbents serve as the director for County correctional facility medical clinics. Incumbents are responsible for the medical quality assurance and medical management of one or more correctional facility clinics and provide medical and technical advice to correctional facility medical staff.

TYPICAL TASKS:

Serves as Medical Director of correctional facility medical clinics engaged in prevention, education, diagnosing and treating a wide variety of complex acute and chronic medical conditions; provides medical supervision and direction to staff and contract physicians; develops protocols and standardized procedures; conducts medical and physical examinations; makes diagnoses and prescribes medical and rehabilitative treatments; oversees and directs the medical aspects of treatments; provides night, weekend, and holiday medical triage and treatment authorizations via the telephone; prescribes medications; provides medical supervision to mid-level practitioners; acts as physician member of a multi-disciplinary patient care team; confers with staff and patients regarding diagnoses and treatments; responds to inquiries/concerns from custody staff or state/federal courts regarding health care issues; recommends hospitalization or other indicated services; makes referrals to specialists as appropriate; plans and prepares standardized procedures and protocols; conducts in-service training; assures that medical care meets quality assurance standards; may supervise resident physicians, physician's assistants and nurse practitioner students; assures that quality medical services are provided for patients in County correctional facilities; confers with behavioral health staff regarding patients under their care; reads X-rays, orders laboratory tests and evaluates results; assures that patient medical charts and records are accurate and meet legal and medical requirements; may provide medical consultation to private physicians, health care professionals and community groups on public health matters; prepares records and reports; inputs, accesses and analyzes data using a computer; attends/facilitates meetings.

EMPLOYMENT STANDARDS:

Thorough knowledge of:

- Current principles and practices of medicine.
- Accepted medical practices in the prevention and control of communicable diseases.
- Accepted medical practices related to pain management and substance abuse detoxification.
- Accepted medical practices related to women's health issues.
- A valid California Class "C" Driver's License may be required.

MENTAL HEALTH NURSE**DEFINITION:**

Under general supervision, renders direct and indirect behavioral health nursing services to incarcerated individuals; may assist in the training and supervision of lower-level professional and paraprofessional personnel; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Mental Health Nurse classification is utilized in the Correctional Health Division of the Department of Public Health. Mental Health Nurses are primarily oriented to providing a variety of community mental health nursing services. These services focus upon concepts of prevention, treatment, education and rehabilitation regarding the physical and mental health of the inmate. Service elements include: evaluation of psychological, physical and social status of an inmate; crisis intervention service; and referral to other appropriate community agencies upon release of incarceration to ensure that the inmate receives the necessary care.

Mental Health Nurses are expected to handle more difficult assignments with a minimum of supervision. In addition, the Mental Health Nurse may assist in the training and oversight of lower-level personnel.

Mental Health Nurses must be able to identify and respond to changes in the mental health field, assess and react rapidly to emergency situations, and establish rapport and communication with inmates and members of community organizations. In addition, incumbents must possess good judgment, a high degree of maturity, and a tolerant attitude toward persons of differing racial and social background and life styles.

TYPICAL TASKS:

1. Provides crisis intervention services to inmates and wards within the Correctional Health detention facilities.
2. Interviews and evaluates inmate for the purpose of immediate crisis resolution or for developing a treatment plan.
3. Prepares and gives medications and may administer both routine and specialized treatments to inmates.
4. Observes and charts results of treatment and medications.
5. Conducts individual, group and conjoint therapy sessions.
6. Works with psychiatrist in evaluating inmate's immediate life situation, relevant past events, and current inter-personal relations in order to recommend and implement treatment plans.
7. Assists in helping protect the inmate from himself/herself and/or to protect others.
8. Assists in making facilitated referrals to other agencies within the Department and/or to other community agencies.
9. Serves as liaison with the medical consultants to ensure that the inmate receives the necessary total health care.
10. Participates in staff development programs and in staff conferences regarding cases and latest therapeutic techniques.

11. Uses knowledge of psychotropic medications to obtain prompt ordering of medications from the physician on duty or on call and to report any side effects.
12. May receive crisis calls from other correctional facility staff and makes recommendations for resolving the crisis.
13. Assists in training and oversight of other behavioral health workers which includes student nurses in undergraduate and master's programs, family practice residents, paraprofessionals and newly recruited nursing personnel.

MINIMUM QUALIFICATIONS:

- Two (2) years of full-time, paid experience equivalent to that gained as a Mental Health Nurse.
- Valid California Registered Nurse License
- A valid California Class "C" Driver's License may be required.

NURSE PRACTITIONER**DISTINGUISHING CHARACTERISTICS:**

Under direction, performs medical screenings or psychiatric assessments; determines preliminary diagnoses and treatment; and performs related work as required. The Nurse Practitioner provides primary care to individuals by performing medical screenings, identifying normal/abnormal physical conditions; initiating referrals for further diagnosis and treatment; and providing instruction in health care. Although the Nurse Practitioner works under the direct supervision of a physician or psychiatrist or in accordance with standing orders, this class differs from others in the nursing series in that the Nurse Practitioner has been trained and certified to perform limited medical procedures normally administered by a physician or psychiatrist.

Nurse Practitioners will perform under the supervision of physicians or psychiatrist to provide primary care to inmates and wards by performing medical screenings or psychiatric assessments, identify normal/abnormal conditions, diagnose chronic and episodic psychiatric disorders, referrals for further diagnosis or treatment, and providing counseling and instruction pertaining to their physical and behavioral health.

TYPICAL TASKS:

1. Performs routine physical screening examinations and/or psychiatric assessments.
2. Interviews inmates/wards to obtain complete psychiatric and/or medical health histories.
3. Orders and interprets a variety of routine tests which may include blood counts, chemistry panels, lipid panels, liver function tests, medication levels, EKG, etc.
4. Under supervision of a physician, manages the stable phase of chronic illness.
5. Records findings of physical, mental, and developmental assessment.
6. Provides direct and indirect clinical services to inmates/wards.

MINIMUM QUALIFICATIONS:

- Certification as a Nurse Practitioner by the California Board of Registered Nursing.
- A valid California Class "C" Driver's License may be required.

NURSING SERVICES MANAGER**DEFINITION:**

Under general direction, plans, directs, and manages program operations including nursing cares services and activities, and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

Under the direction of the Assistant Director or Director of the Department of Public Health, the Nursing Services Manager is responsible for the promotion, preservation, and protection of the inmate's health. This is accomplished through identifying inmate health needs, assuring the availability of quality health services, and providing effective leadership in developing inmate health policies.

The Nursing Services Manager plans, directs and manages the staff and activities of the Correctional Health division within the Department of Public Health. Responsibilities include coordinating programs with other health services areas; assisting in the development, implementation, and valuation of policies and procedures; assisting in managing the division's budget; and overseeing and developing subordinate staff.

TYPICAL TASKS:

The information listed below is meant to serve as samples of job duties and responsibilities for this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Plans, directs, manages and coordinates program services of the Correctional Health division within the Department of Public Health.
2. Assists the Director of Public Health/County Health Officer and the Assistant Director of Public Health in developing and implementing administrative and operational policies and procedures.
3. Assigns, reviews, coordinates and monitors the work of subordinate staff.
4. Assists in the development, justification, management, and monitoring of program budgets.
5. Reviews new and pending legislation, and advises management on changes in procedures and needed legislation.
6. Implements various regulations; monitors, and ensures compliance with health care, state, federal, and accreditation requirements.
7. Identifies and evaluates continuity and quality of inmate care issues through direct observation of patients and nursing care providers, and formulates and implements improvement strategies.
8. Collaborates with department and/or division staff in studying, planning, and implementing services.
9. Conducts and/or supervises special studies of division organization, programs and services, and makes recommendations for improvement.
10. Prepares and/or oversees the preparation of reports, correspondence, special studies, and research.
11. May represent the Department of Public Health in meetings or act as a liaison with boards, commissions, government agencies, and other community groups.

KNOWLEDGE, SKILLS AND ABILITIES:

- Federal, state, and local laws and regulations governing Corrections;
- Principles and practices of employee supervision and staff development;
- Standard clinical operations and practices;
- Principles, methods and procedures of nursing;
- Fiscal management and budget administration principles and practices;
- Current socio-economic issues affecting County communities;
- Effective research methods and resources;
- Principles and practices of effective public relations and public speaking;
- HIPAA rules and regulations;
- Legislative development processes at the county, state, and federal levels.
- Manage and coordinate multiple programs and services;
- Develop and implement clinical operational procedures;
- Evaluate continuity and quality of inmate care issues;
- Identify and be responsive to the health needs of inmates and relate well to them;
- Remain knowledgeable and proficient in nursing through readings, research, professional organizations, academic training, and participation in direct patient care;
- Effectively monitor budgets, contracts, invoices, and expenditures;
- Assess and react rapidly to emergency situations;
- Display effective organizational and time management principles and techniques;
- Understand the principles and application of HIPAA laws;
- Communicate effectively and present ideas and complex material clearly, concisely, logically, and persuasively both orally and in writing;
- Demonstrate cultural sensitivity and communicate effectively with individuals from diverse socio-economic backgrounds;
- Establish and maintain effective interpersonal relationships at all organizational levels and with the public;
- Display a high degree of initiative, maturity, integrity, and good judgment.

MINIMUM QUALIFICATIONS:

- A valid California Board of Registered Nursing license.
- Three (3) years of supervisory or managerial nursing experience.
- A valid California Class "C" Driver's License may be required.

OFFICE ASSISTANT

DEFINITION:

Under general supervision, performs a wide variety of clerical tasks; may train and orient employees; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

Office Assistant incumbents typically type, file, sort, and process materials; maintain and process records; compose and edit reports and correspondence; gather and obtain information from various sources including the public; provide information to the public concerning departmental or County operations; receive and record payments; operate a multi-line, modern telephone system; operate copy machines, scanners, fax machines, computers, printers, microfilm equipment, and microfiche readers; train employees; attend meetings and prepare minutes; prepare or complete a variety of forms and documents, and explain clerical procedures and forms to clinical staff.

The Office Assistant is expected to perform assignments with a minimum of supervision and to adapt to changing work processes.

TYPICAL TASKS:

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Typing, data entry, word processing, filing, sorting, distributing and processing materials, checking documents for completeness, and maintaining various types of records.
2. Operates a multi-line, modern telephone system including screening, transferring, or referring calls, and answering questions.
3. Processes records and enters data on forms and into data systems; ensures forms or reports are complete, accurate, and filed with other agencies within time limits; and prepares personnel action requests, purchase orders, and requisitions.
4. Operates office equipment including copy machines, scanners, fax machines, computers, printers, microfilm equipment, microfiche readers, and other equipment.
5. Obtains information from the public by asking pertinent questions in order to determine the service, program, or person that should be seen.
6. Receives and records cash or check payments for fees, permits, fines or installments. This may include accepting payments through an automated system, operating a cash register and/or adding machine, preparing receipts and deposit slips, and balancing cash drawer to receipts.
7. Composes and edits reports and correspondence to assure a clear, concise, and grammatically correct communication.
8. Transcribes dictation from a mechanical device.
9. Gathers information from department records, books, and other reference sources.

10. Provides information to the public concerning departmental, program or county operations. This includes working at a reception desk; describing services provided; explaining application process and eligibility requirements; assisting in completion of forms or complaints; and directing the public to proper department or official.
11. Trains new or current employees in work procedures and methods.
12. Attends meetings and prepares summary minutes.
13. Explains clerical procedures and forms to administrative, professional, and technical staff. This may include bills, timesheets, requisitions, timely filing of documents, and use of office equipment.
14. May translate to serve public needs. Translating may be oral or in written form.
15. May be required to operate a passenger vehicle in carrying out assigned duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Basic office practices, procedures and terminology;
- Correct grammar, spelling and punctuation;
- Record keeping practices;
- Alphabetical and numerical filing methods;
- Principal and practices of effective customer service;
- Apply the policies and practices of a department;
- Learn new work processes and procedures;
- Operate modern office equipment including computer hardware, software, and internet and web-based applications;
- Appropriately respond to requests and inquiries from the general public or other departments;
- Understand and carry out oral and written instructions;
- Communicate clearly and concisely, both orally and in writing;
- Train others in the department's and program's work procedures and methods;
- Interact tactfully and courteously with the public, county employees, and other staff;
- Establish and maintain effective interpersonal relationships at all organizational levels as well as with the public;
- Display a high degree of maturity, integrity and good judgment.

MINIMUM QUALIFICATIONS:

- Two (2) years of full-time, paid clerical work experience.
- A valid California Class "C" Driver's License may be required.
- Ability to type 25 words or more per minute may be required.

OPTOMETRIST

DEFINITION:

Under general direction, examines eyes for defects, to do refractions, and to prescribe and fit glasses for inmates and performs related work as required.

Diagnose, manage, and treat conditions and diseases of the human eye and visual system. Examine eyes and visual system, diagnose problems or impairments, prescribe corrective lenses, and provide treatment.

TYPICAL TASKS:

1. Examines eyes and corrects defects by use of lenses, prisms, or eye exercises, without the application of medical surgical techniques.
2. Determines the accommodative and refractive states for the eye and the scope of its function in general.
3. Measures the powers of vision and determines the adaptation of lenses for aiding vision.
4. Uses a retinoscope, ophthalmometer, phoropter, Snellen chart, and other aids for the measurement and correction of vision.
5. Prescribes fits, adjusts, and repairs glasses.
6. Instructs support medical staff in techniques and methods.
7. Keeps records, prepares reports, and correspondence.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of modern theory and practice of measuring defects of the eye and corrections of such defects by lenses, prisms, or eye exercises, without recourse to drugs, medicine, or surgery and skill in their application.
- Knowledge of tools, materials and equipment of the profession.
- Skill in directing the work of support medical staff.
- The ability to use the tools, materials, and equipment of the profession.
- Prescribe, fit and adjust glasses for the correction of visual defects.
- Develop and maintain effective working relations with staff.

QUALIFICATIONS:

- Possession of a valid license to practice optometry in the State of California.
- Two (2) years of experience in the practice of optometry.
- A valid California Class "C" Driver's License may be required.

PHYSICIAN:

DEFINITION:

Provide health care and treatment services to incarcerated individuals in the Fresno County Jail and JJC; performs prescribed plan of care, including medication and treatment for inmates who have the greatest health risk. Consult with specialists and direct appropriate referrals as needed.

Keeps the Medical Director apprised of pertinent medical matters; documents appropriately, reviews and cosigns medical records, participates in utilization review and continuous quality improvement as directed by the Medical Director.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of disease prevention, detection, and treatment.
- Knowledge of substance abuse and its effects on physical and psychological health.
- Knowledge of infectious disease, detection, and treatment with high density, confined populations.
- Perform minor procedures including, but not limited to, suturing, wound debridement, and incision/drainage.
- Communicate effectively with staff, including physicians, mid-level practitioners, registered and licensed vocational nurses, and clerical support staff.

QUALIFICATIONS:

- Current licensure as a Medical Doctor or Doctor of Osteopathy in the State of California.
- Current DEA registration.
- A valid California Class "C" Driver's License may be required.

PROGRAM TECHNICIAN**DEFINITION:**

Under general supervision, performs paraprofessional work in support of county department programs and services; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Program Technician focus on the technical aspects involved in developing, implementing, and evaluating various programs within the program and performs paraprofessional work in support of department programs and services. In addition, positions can be used in both staff and line staff capacities. Incumbents normally report to incumbents occupying professional, supervisory, or managerial positions.

Incumbents are expected to complete assignments with a minimum of supervision, and are given increased responsibility and latitude of judgment to complete assignments. The Program Technician may perform clerical support activities; however, the emphasis of their job duties and responsibilities is on the command and application of technical knowledge and interpretation.

Incumbents must possess: knowledge of program area policies, procedures, rules, and regulations; knowledge and proficiency in the application of arithmetic and simple statistics; ability to understand, interpret, and apply program area policies, procedures, rules, and regulations; effective oral and written communication skills; ability to establish and maintain effective interpersonal relationships at all organizational levels, and with the public; good record keeping skills; ability to utilize a computer in accomplishment of job assignments; ability to exercise initiative and work independently; a high degree of maturity, integrity, and good judgment.

TYPICAL TASKS:

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Performs paraprofessional work in support of county department programs and services involving the knowledge, interpretation, and application of county policies, rules, regulations, and procedures.
2. Communicates and interprets program policies, rules, regulations, and procedures to department staff, other county staff, other governmental agencies, and the public.
3. Processes and maintains program area records including, but not limited to, computerized record keeping system and statistical record information.
4. Assists in the preparation of reports, correspondence, special studies, and research.
5. Provides input into establishing and evaluating department program area policies and procedures.
6. May perform clerical and administrative support work.
7. May oversee, assign, review, and coordinate the work of lower-level clerical staff.
8. May train other staff in program area policies, rules, regulations, and procedures.
9. May represent the department in meetings with other county department staff, other governmental agencies, and the public.
10. Translates as required to serve public needs. Translating may be oral or in written form.

MINIMUM QUALIFICATIONS:

- Nine (9) semester units from an accredited college or university that is acceptable within the United States' accredited college or university system from the following areas: English, Computer Science, Business Administration, Mathematics, Psychology, Public Administration, Social Work, Sociology, or Speech.
- Two (2) years of full-time, paid experience performing administrative support, clerical-technical, paralegal, or paraprofessional work.
- A valid Class "C" California Driver's License may be required.

PSYCHIATRIC TECHNICIAN

DEFINITION:

Under general supervision, interviews incarcerated individuals seeking behavioral health services; assists in the evaluation of which behavioral health services are needed; performs nursing and therapeutic services; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Psychiatric Technician performs responsible nursing and therapeutic services in a behavioral health unit. Incumbents work under the supervision of physicians, psychiatrists, licensed nurses, and other qualified persons who are engaged in providing total client care to mentally ill or emotionally disturbed inmates and wards.

Psychiatric Technician is responsible for interviewing and screening persons seeking behavioral health services.

TYPICAL TASKS:

1. Interviews and screens persons seeking behavioral health services.
2. Refers clients to behavioral health programs or to other service agencies providing behavioral health services.
3. Assists law enforcement and emergency service personnel in the field by performing behavioral health screening in emergency situations.
4. Prepares and gives medication intramuscularly and orally under supervision.
5. Observes, records, and reports reaction of inmates as part of the team approach to client treatment.
6. Applies techniques to safeguard life and health of the inmate and others.
7. Assists in admitting inmates or wards to behavioral health services. Takes and records temperature, blood pressure, pulse and respiration. Orients individual to behavioral health services.
8. Makes rounds with doctors and assists with treatments as directed.
9. Assists nurses with difficult inmates when directed.
10. Helps provide a therapeutic climate for inmates by listening to and socializing with them.
11. May record doctor's orders.

MINIMUM QUALIFICATIONS:

- Two (2) years of full-time paid work experience as a Licensed Psychiatric Technician.
- Possession of a valid license as a Psychiatric Technician issued by the State of California Board of Vocational Nurse and Psychiatric Technician Examiners.
- A valid California Class "C" Driver's License may be required.
- The incumbent may be involved in therapeutics only as authorized by State law.

PSYCHIATRIST**DEFINITION:**

Provides medication services and behavioral health treatment for inmates including examines and performs/prescribes plan of care. Assists the Medical Director in determining appropriateness of referrals to specialists and/or programs; provides consultation to staff. Consults with specialists and directs appropriate referrals as needed.

As assigned by the Medical Director documents appropriately, reviews and co-signs medical records, and provides psychiatric on-call coverage as determined. Keeps the Medical Director apprised of pertinent psychiatric matters.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of disease prevention, detection and treatment.
- Knowledge regarding substance abuse and its effects on physical and psychological health.
- Knowledge of mental illnesses, detection and treatment within high density, confined populations.
- Ability to communicate effectively with staff, including physicians, mid-level practitioners, registered and licensed/unlicensed personnel, and clerical support staff.
- Must keep current on new treatments and other psychiatric issues.

QUALIFICATIONS:

- Current licensure as a psychiatrist in the State of California.
- Current DEA registration.
- A valid California Class "C" Driver's License may be required.

SENIOR LICENSED MENTAL HEALTH CLINICIAN

DEFINITION:

Under general supervision, provides professional behavioral health services; conducts individual, group, marital, and family therapy and counseling sessions to mentally ill or emotionally disturbed children and adults; provides clinical supervision to unlicensed personnel; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Senior Licensed Mental Health Clinician provides professional behavioral health services to mentally ill or emotionally disturbed adult and juvenile inmates. Incumbents are to be licensed, fully trained, and require only minimal clinical supervision. In addition, incumbents routinely provide clinical supervision to staff seeking licensing requirements. Depending on license held incumbents provide professional behavioral health services in accordance with State of California laws and regulations.

Incumbents must possess: strong oral and written communication skills; knowledge of federal, state, and local laws and regulations governing behavioral health; working knowledge of department policies, procedures, and practices; ability to establish and maintain effective interpersonal relationships at all organizational levels and with the public; ability to remain knowledgeable of administrative, state, and federal laws and regulations affecting the behavioral health field; analytical and critical thinking skills; and a high degree of initiative, maturity, integrity, and good judgment.

TYPICAL TASKS:

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Evaluates patient/inmate psychosocial dysfunction and formulates treatment plan.
2. Conducts individual and group therapy and counseling sessions as part of a treatment plan.
3. Provides crisis intervention services.
4. Provides consultative services to professional personnel of other agencies to help them better address inmate needs.
5. In accordance with state licensing requirements, provides clinical oversight and consultation to unlicensed personnel seeking to obtain licensure.
6. Participates in staff development programs and in staff conferences regarding cases and professional clinical approaches.
7. Counsels inmates and consults other professional staff regarding recommendations for treatment, discharge, and follow-up planning.
8. Prepares correspondence, case records, and reports.
9. May provide clinical supervision and direction to behavioral health paraprofessional staff.

MINIMUM QUALIFICATIONS:

- Two (2) years of full-time, paid work experience equivalent to that gained as a Licensed Mental Health Clinician.
- Possession of a valid license as a Clinical Social Worker or Marriage, Family, and Child Counselor issued by the California State Board of Behavioral Science Examiners.
- A valid California Class "C" Driver's License may be required.

STAFF NURSE

DISTINGUISHING CHARACTERISTICS

Under general supervision, provides comprehensive nursing care; may provide guidance to lower level personnel on an assigned shift; or coordinate the activities of a particular nursing function; and performs related work as required.

Incumbents are expected to perform the full range of professional nursing assignments including serving as an inmate care team leader and are given more responsibility, greater latitude and independence of judgment.

Staff Nurses must identify and be responsive to the health needs of inmates and relate well to them; use good judgment; have a high degree of maturity; and assess and react rapidly to emergency situations. Staff Nurses must remain knowledgeable regarding new developments in medical care through continued academic education, readings, research and professional organizations.

TYPICAL TASKS:

1. Observes and assesses the condition of inmates; obtains inmate histories; and assists in developing inmate care plans.
2. Assists physician with examinations and treatments.
3. Prepares, administers and records results of medications and treatments given to inmates.
4. Exchanges inmate information at beginning and end of shift.
5. Keeps records and count of narcotics and hypnotics.
6. May assist with the training and oversight of lower level nursing personnel and serve as an inmate care team leader.

MINIMUM QUALIFICATIONS:

- A valid California Board of Registered Nursing license.
- Two (2) years of nursing experience.
- A valid California Class "C: Driver's License may be required.

SUPERVISING OFFICE ASSISTANT

DEFINITION:

Under general supervision, plans, directs and oversees a staff engaged in clerical activities; personally performs only the most difficult work; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Supervising Office Assistant plans, directs and oversees a staff engaged in clerical activities. A Supervising Office Assistant is responsible for a clerical unit consisting of five (5) to fourteen (14) employees and is responsible for training, monitoring, directing, assigning and reviewing work of subordinates. This is accomplished independently or through recommendations that are routinely accepted and acted upon accordingly. Incumbents are primarily oriented to planning, organizing and directing work accomplishment and do not generally devote a preponderance of time personally performing the same or similar duties as subordinate staff.

Incumbents are expected to be knowledgeable of a wide variety of clerical procedures; possess organizational and supervisory skills; and relate well to management and employees at all levels, as well as the public.

TYPICAL TASKS:

1. Oversees a clerical unit consisting of five (5) to fourteen (14) subordinates. Oversight includes training, monitoring, directing, assigning and reviewing work of staff.
2. Authorizes overtime, vacation schedules and shift assignments.
3. Evaluates, develops and implements policies and procedures for the clerical unit. This may involve coordinating with managers in the department and in other departments or agencies.
4. Trains and orients new employees. May conduct training seminars for employees from other work units.
5. Conducts special studies and projects for program management and may represent the Department at meetings and on committees.
6. Personally performs only the most complex work in the unit. Incumbents normally spend the majority of time in an oversight and guidance capacity as opposed to performing the same or similar duties as subordinates.
7. Translates as required to serve public needs. Translating may be oral or in written form.

MINIMUM QUALIFICATIONS:

- Four (4) years of increasingly responsible clerical work, one (1) year of which must have involved coordinating and reviewing the work of others.
- Recruitment or certification may be limited to persons with specific skills or experience as determined by departmental needs.
- A valid California Class "C" Driver's License may be required.

UNLICENSED MENTAL HEALTH CLINICIAN**DEFINITION:**

Under immediate supervision, receives training and clinical supervision in providing professional behavioral health services; conducts or assists in conducting triage screening; assessments; case management; rehabilitation; individual, group, and counseling sessions; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Unlicensed Mental Health Clinician provides professional behavioral health services including case management, rehabilitation, individual, group, marital and family therapy and counseling to adult inmates and juvenile wards with thinking, feeling, behavioral and substance abuse psychiatric challenges. Depending on educational background and registration status, incumbents receive training and provide, or assist in the provision of these professional behavioral health services in accordance with State of California laws and regulations.

Incumbents who possess a qualifying graduate degree, while maintaining current and active Board of Behavioral Sciences registration, gain supervised clinical experience required to qualify for licensure. Incumbents enrolled in or having completed the final semester of graduate studies prior to graduation, gain experience in a clinical setting in preparation for registration.

TYPICAL TASKS:

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed

Under clinical supervision and close review of a Licensed Mental Health Clinician, incumbents perform the following tasks:

1. Evaluates or assists in the assessment and functional evaluation of adult inmates and juvenile wards and formulates or assists in formulating a behavioral health wellness and recovery service plan.
2. Conducts or assists in conducting individual, group, marital, and family therapy, case management, rehabilitation, and counseling sessions as part of a behavioral health wellness and recovery service plan.
3. Provides or assists in the provision of adult inmate or juvenile ward functional re-stabilization (crisis intervention) services.
4. Participates in staff development programs and in staff conferences regarding inmates' wellness and recovery and professional behavioral health approaches.
5. Counsels and consults with, or assists in the counseling and consultation with, inmates, and other professional staff regarding recommendations for wellness and recovery service planning and delivery, discharge, and follow-up planning.
6. Prepares correspondence, records and reports.

KNOWLEDGE, SKILLS & ABILITIES:

- Principles, theories, techniques and practices used in clinical social work and/or marriage and family therapy including techniques used for the diagnosis of and behavioral health services for chronically mentally ill and emotionally disturbed clients in a wellness and recovery evidence-based practices framework;
- Principles and practices of behavioral health education, community organizations and allied behavioral health services and resources;
- Laws, regulations and ethical standards governing behavioral health treatment and medical records;
- Behavioral health interviewing techniques and behavioral health treatment methods;
- Intensive and long term case management services in a wellness and recovery evidence based framework;
- Cultural competency theory, practice and its application in behavioral health settings with diverse consumers, their families and communities.
- Identify and evaluate normal and abnormal behavior tendencies, prioritize, rank and group these behaviors leading to an appropriate diagnostic label(s) within the consumer's cultural and linguistic perspective;
- In collaboration with the inmate, develop a goal-directed and time limited behavioral health wellness and recovery (treatment) plan;
- Conduct outcome measured culturally appropriate individual/group/family psychotherapy, rehabilitation services and case management services;
- Communicate effectively in both oral and written forms to other behavioral health staff and inmates about wellness and recovery behavioral health philosophy, terminology and concepts in an understandable, non-threatening manner;
- Initiate and maintain a variety of progress notes, inmate charts and other required documentation in standard form and language;
- Utilize various types of electronic and/or manual recording and information systems;
- Establish and maintain effective work relationships with team members, other behavioral health services staff, clerical staff, and with those contacted in the performance of required duties;
- Lead and participate in a behavioral health services team meeting;
- Keep current with new developments, trends of thoughts, and literature in the fields of psychology and behavioral health services especially evidence-based practices and wellness and recovery models and any other areas that the department determines are a priority;
- Mentor, train, motivate and provide direction for paraprofessional staff;
- Organize and perform assigned behavioral health duties;
- Possess keyboarding skills and familiarity with Word or equivalent word processing program.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited college or university with a Master's Degree in Social Work with an emphasis in clinical social work, or Marriage and Family Therapy, or other course of study acceptable to the State of California Board of Behavioral Sciences towards licensure as a Licensed Clinical Social Worker or Marriage and Family Therapist.
- Current and active registration with the State of California Board of Behavioral Sciences as an Associate Clinical Social Worker or Marriage and Family Therapist Intern.
- A valid California Class "C" Driver's License may be required.
- Incumbents must maintain current and active registration at all times, and must obtain licensure as a Licensed Clinical Social Worker or Licensed Marriage and Family Therapist within six (6) years from the date of initial employment, or be dismissed.