



## Seminole County Sheriff's Office

### MENTAL HEALTH ADVISOR

Class Spec Code: 1090

Established Date: 10/14/2020

Last Revised Date: 01/10/2022

Effective: 01/12/2022

#### Salary Range

\$23.90 - \$38.30 Hourly

#### Bargaining Unit

N/A

#### EEO

EEO4-Technicians

#### Occupational Group

N/A

#### FLSA

Non-Exempt

#### Benefit Code

FT BENEFITS

#### Physical Class

DTME

#### Classified Service

No

#### General Description

Professional work providing initial mental health and follow-up assessments of persons incarcerated in the John E. Polk Correctional Facility and facilitating individual and group counseling.

#### Typical Duties

**Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.**

Provides initial and follow-up assessments to inmates through established procedures; appropriate referrals for case management and discharge planning. Makes appropriate referrals to necessary services such as to the psychiatrist and security for housing needs.

Facilitates individual and group counseling when appropriate and provides necessary documentation regarding attendance and level of participation.

Provides timely intervention regarding the evaluation and placement of inmates with suicide ideation. Monitors and documents progress of inmates on Level 1 and Level 2 suicide watch.

Baker Acts inmates who fit the criteria to the Crisis Intervention Center. Develops and maintains positive professional relationships with judicial, law enforcement, social service agencies, and physicians.

Provides assistance and support to physicians for medication management for inmates needing chemical therapy.

Prepares necessary documentation and maintenance of electronic medical records through timely preparation of progress notes and medical file entries, including treatment and discharge planning notes; prepares and maintains administrative documentation as required; various specialized and statistical reports as required.

Records daily statistics on mental health activities, events, and client contacts.

Advises security and medical staff of status of mentally ill inmates.

Provides consultation and training to medical personnel and security staff.

#### Minimum Qualifications

- Licensed as post Master's Degree in Social Work, Psychology, or a closely related field
- Two (2) years' experience in a forensic or correctional environment
- Must possess and maintain a valid Florida Driver's License.

#### Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an

emergency.

Extensive knowledge of interviewing and counseling techniques.

Ability to conduct interviews and psychiatric assessments in a timely manner while documenting the current status and functioning level of the mentally ill offender.

Ability to make recommendations concerning the documentation, processing, and disposition of mentally ill inmates.

Ability to determine levels of lethality and disposition of inmates suffering from mental illness who are determined to have the potential to be harmful to themselves or others.

Ability to work independently without constant supervision; to communicate effectively, both orally and in writing; to establish and maintain effective working relationships with Sheriff's Office personnel and personnel from allied services and agencies.

### **Other Necessary Requirements**

**Mobility**-Mostly sedentary work but some standing and walking; constant use of a computer.

**Lifting**-Able to lift at least 10 pounds.

**Visual**-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work.

**Dexterity**-Frequent repetitive motion and reaching.

**Emotional/Psychological** Potential contact with hostile individuals; direct inmate contact, exposure to emergency situations; may be exposed to trauma, grief and death; frequent public contact; decision-making and concentration.

**Special Requirements**- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Some assignments may require working weekends, nights, and/or occasional overtime.