



LARAMIE COUNTY

JOB DESCRIPTION

TITLE:	Mental Health Counselor	FLSA:	Exempt
DEPARTMENT:	Sheriff	REVISED:	

Summary: Under general supervision, provides intermediate-level behavioral healthcare counseling services in the Detention Facility, within scope of authority and according to County policies and procedures.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Provides intermediate-level care and counseling services to inmates within scope of authority; supervises behavior and activities of inmates; maintains strict confidentiality in all inmate matters.
- Responds to and manages behavioral health issues, including aggressive behavior, anger control, suicidal tendencies and other issues of inmates referred by staff and inmates in the Detention Facility.
- Interviews inmates with psychological instability and behavioral health issues; observes inmate conditions and behavior; develops behavioral health assessments; assesses lethality factors and recommends or authorizes inmate management procedures; advises inmates of community resources.
- Provides ongoing assessment, treatment planning and therapeutic treatment of inmates; utilizes specialized techniques for treatment and prevention of violence and suicide.
- Confers and consults with supervisors as needed; collaborates with other professionals to provide and advocate for continued care outside the limitations of the facility.
- Develops, interprets and updates mental health policies, procedures, rules and regulations; provides training for Detention Facility staff.
- Manages referrals to Jail Diversion Program, and participates on the Inmate Classification Board.
- Reviews and analyzes records and reports; prepares special and recurring reports; monitors budgets and expenditures for contract services; assures that appropriate services are provided.
- Updates and maintains a variety of inmate records; documents activities as required.
- Explains nature of Sheriff's Department programs, procedures and services to inmates.
- Provides information and assistance within the scope of designated authority.
- Adheres to the standards of the Privacy Act of 1974, {U.S.C. § 552A} as amended; maintains and enforces all aspects of confidentiality of inmates' information.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of County policies and procedures.
- Knowledge of biological, behavioral and environmental aspects of suicidal tendencies, emotional disturbances, mental disability, developmental disability and substance abuse.
- Knowledge of protocols and practices in behavioral healthcare, and principles of psychotherapeutic techniques and procedures, including the Diagnostic and Statistical Manual (DSM-IV).
- Knowledge of Federal, state, and county laws related to inmates, detention facility policy and procedures, department written directives, and Wyoming standards for correctional facilities.
- Knowledge of counseling techniques and procedures, trends and practices in mental health assessments, and legal, ethical and professional rules of conduct.
- Knowledge of the principles of file systems, case files and records management.
- Knowledge of local community resources and various community services programs.

- Skill in assessing mental health problems, and making recommendations based on observations and interviews.
- Skill in providing effective patient care services.
- Skill in understanding, interpreting and applying relevant statutes, ordinances, codes and regulations.
- Skill in staying calm while working with people in crises.
- Skill in establishing and maintaining effective working relationships with public officials, outside agencies, County staff and the general public, while dealing with sensitive information.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in effectively communicating verbally and in writing.

Minimum Qualifications:

Master's Degree in Psychology, Social Work or a related field; possession of a valid Wyoming License as a Psychologist, Clinical Social Worker, or Professional Counselor; AND one (1) year of professional counseling experience, preferably in an institutional environment; OR equivalent combination of education, training and experience; must pass a thorough background investigation.