



OPEN ENTRY LEVEL  
**MENTAL HEALTH PROFESSIONAL**  
 SPOKANE COUNTY CIVIL SERVICE COMMISSION



**CLOSING DATE:** Friday, March 1, 2013 at 4:30 p.m.

**TEST:** Oral Board Interviews March 20, 2013

**SALARY RANGE:** \$3,672.34 - \$4,955.24 & benefits

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Under the authority and direction of the Mental Health Supervisor, the Mental Health Professional is responsible for providing mental health care and access for all inmates incarcerated in Spokane County Detention Services.

**EXAMPLES OF DUTIES:** (Duties may include, but are not limited to the following)

**APPLICATION PACKETS**

Submit the following documents to Civil Service when filing:

- Civil Service Application packet
- Sealed official high school and college transcripts
- Copies of all training applicable to position
- DD-214, if applicable (copy)
- Current driver's license (copy)
- Social security card (copy)
- Birth certificate (copy)
- Washington State Mental Health Professional License (copy)

Screen and assess detained inmates for mental health concerns.

Review detained inmates whose daily classification status indicates a physical threat to self and/or others.

Counsel inmates identified through observation, screening, assessment or referral as needing mental health services.

Consult with a local mental health professional, the inmate's current therapist, psychiatrist, chemical dependency counselor, and the jail physician regarding interventions and discharge plans.

Coordinate mental health services with other departments, external organizations, jail staff, and other agencies.

Application packets without the attached documents listed above will be considered incomplete and will not be accepted.

Provide crisis response and intervention.

**Note: Applications will be reviewed for minimum requirements. Qualified applicants will be contacted with further testing information.**

Maintain a current database and all necessary documentation of services including, but not limited to: screening, assessment, referral, counseling, consultation, behavioral and treatment plans, and agency administrative paperwork.

**MINIMUM REQUIREMENTS:**

- U.S. citizen, at least 21, who can read and write the English language.
- Master's degree from accredited college or university in mental health or related field.
- Two (2) years experience in direct treatment of persons with mental illness or emotional disturbance; experience gained under the supervision of a mental health professional.
- Posses and retain current Washington state licensure.

Become knowledgeable about and appropriately utilizes, as needed, the Involuntary Treatment Act.

Participate and successfully completes all training requirements at the direction of the Spokane County Jail Commander.

Identify and provide transition services (as available) to persons with mental illness to expedite and facilitate their return to the community.

Applicant must qualify through background investigation including an integrity interview.

Resource with other community agencies to provide post incarceration housing, medical, and mental health services on an on-going basis.

**See other side for important additional information.**

SPOKANE COUNTY CIVIL SERVICE COMMISSION  
 1229 WEST MALLON, SPOKANE, WA 99260-0230  
 Phone: (509) 477-4711  
[www.spokanecounty.org/sheriff](http://www.spokanecounty.org/sheriff)  
 EQUAL OPPORTUNITY EMPLOYER

Determine Medicaid eligibility and facilitates reinstatement of Medicaid and/or other appropriate social services.

Provide court testimony.

Assist jail medical supervisor in drafting departmental mental health policies and procedures.

Perform other duties as required.

#### **SELECTIONS FACTORS:**

Knowledge of:

- mental health and chemical dependency issues, normal and abnormal human development, developmental disabilities, and abuse and neglect
- currently accepted principles and best practices in the treatment of mental health and chemical dependency issues, normal and abnormal human development, developmental disabilities, and abuse and neglect
- state, federal, and local laws for voluntary admissions and involuntary commitments, restraints, and confidentiality
- outpatient resources available through other allied providers

Ability to:

- provide referral to appropriate mental health providers regarding assessment and treatment
- manage aggressive and harmful behaviors
- communicate effectively orally and in writing
- deal with inmates, co-workers, and the public in a tactful, calm, and courteous and professional manner often in stressful situations
- perform duties independently with minimal supervision
- demonstrate effective interpersonal skills, particularly with diverse client populations
- exercise independent judgment in addressing a variety of problems and situations

Skilled in:

- use of personal computer

#### **BEHAVIORAL STANDARDS**

Respectful and courteous to citizens, co-workers and County leadership. A team player that helps the organization meet its objectives. Effectively communicates with all people. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrates honest and ethical behaviors. Maintain confidentiality of all information in the Sheriff's Office records and files.

**All information submitted in the application and in any attachments or supporting documents must be true, correct, and complete. Providing false or incomplete statements will be justification for termination or refusal of employment. All application materials are due by 4:30 p.m. on the close date. POSTMARKS WILL NOT BE ACCEPTED.**

By order of the Spokane County Civil Service Commission dated at Spokane, Washington this 18th day of January, 2013.

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Edward Thomas, Jr., Chair

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Nancy J. Paladino, Chief Examiner