Employee’s Signature (This position description accurately reflects my current job.) Date

Supervisor’s Signature (This position description reflects the employee’s current job.) Date

I verified that this position should be covered under the Corrections Employee Retirement Plan in accordance with MN Statute 352.91. (Signature not needed on CO1, CO2, and CO3 position descriptions).

Appointing Authority’s Signature Date

POSITION PURPOSE: This position exists to supervise behavioral health release planning statewide and to provide transitional services to SPMI, CD and SO offenders

REPORTABILITY
Reports to: Directly to (Behavioral Health) State Program Admin Manager

Supervises: 5 clinical staff including (Mental Health -1 CPT4, CD – 1 CPT3; SO – 3 CPT 3 RP)

DIMENSIONS
Budget: As established annually through the Health Services Unit.

Clientele: CD, SO and Mentally ill offenders transitioning to the community

Licensure: Licensed as an independent clinical mental health provider (e.g., LP, LICSW, LPC, LMFT, LPCC) in Minnesota, with demonstrated expertise in mental health and evaluation and treatment.
Employee's Name: [Redacted]
Position Control Number:

POSITION DESCRIPTION B
EMPLOYEE NAME:  Megan Moeller     PCN:  01106016

POSITION RESPONSIBILITIES:
Inherent in the responsibilities for all employees of a correctional facility, regardless of classification, is the responsibility for the security of the institution; i.e., all employees are expected to be alert at all times and to report or to intervene immediately according to institution policies and procedures in any behavior or activity, which could affect the collective responsibility to protect the public, maintain security and/or control of the institution or provide for the safety of staff, visitors and offenders.

Resp. No 1: To provide supervision of treatment operations (to include therapy, education, and work programs) for the Behavioral Health Release Planning group so that the goals, policies and procedures of the institution and the program are accomplished. Included in this, this position will be responsible to oversee that appropriate clinical documentation, reports, and testing are completed on a timely basis.

Priority:  A
% of Time:  30%
Discretion:  A
% of Time Offender Contact:  0
% of Time Non-Offender Contact:  30

TASKS:
A. Assess the qualifications of candidates and hire employees to perform job duties and achieve unit objectives. Recruit, train & supervise program interns and volunteers.
B. Assign employees to work units to meet program objectives.
C. Direct the writing of staff position descriptions; assign job duties, tasks & schedules; and direct mental health release planning staff in the execution of their job responsibilities.
D. Evaluate employee performance; reward or discipline employees; and promote, suspend, discharge or change status according to their performance.
E. Assign job duties, train and direct employees in the execution of job responsibilities to achieve annual work plan objectives.
F. Mediate and adjust grievances of employees according to the requirements of the appropriate contract or plan.
G. Direct the writing of employee position descriptions and approves the establishment of assigned work tasks.
H. Ensure a safe work environment and ensure that safety guidelines are followed.
I. Ensure continuing education on mental illness and co-existing mental health conditions for professional staff.
J. Administer applicable labor contracts and/or plans fairly and equitably and in accordance with the statewide employer policy. Perform all supervisory tasks in
accordance with established equal opportunity/Affirmative Action, Non-Harassment, Employee Safety, and Worker Compensation policies and procedures.

K. Perform all supervisory tasks in accordance with established equal opportunity/Affirmative Action, non-harassment, and employee safety policies and procedures.

INDICATORS:

a. Establish staff complement, determine professional expertise required to hire, assign, train, direct and promote staff as appropriate.

b. Staff will be supervised in accordance with State, MMB, DOC, and institution policies.

c. Performance evaluations, achievement awards, recognition awards, and discipline will be accurate and submitted on a timely basis.

d. Operating Guidelines and institution specific Instructions are written so that they are consistent with related DOC policies. All Guidelines and Instructions are approved by the Director of Behavioral Health and the designated policy monitor.

e. Quarterly reports are consistent with required format and data and are submitted in a timely manner.

f. Assist State Program Admin Manager with drafting and writing of quarterly reports for Behavioral Health Release Planning Services.

g. Grievances are responded to consistent with DOC and institution policy.

h. Site supervisors are informed and regularly consulted on work performance issues and other important issues in a timely manner as they arise.

Resp. No 2: Provide/oversee direct care and coordinate continuum of care planning:

Priority: A
% of Time: 40%
Discretion: A

% of Time Offender Contact: 30
% of Time Non-Offender Contact: 10

The above total must add up to the total % of Time for this Responsibility (ex: % of Time = 60%. % Offender Contact = 40; % Non-offender contact = 20)

Day-to-day supervision

This position is responsible to provide/oversee the provision of direct assessment and review for offenders’ Behavioral Health Services program continuum of care needs in collaboration with the offender’s case manager, therapist, and assigned supervised release agent. Release Planning functions of this position will include independently develop, implement and document release plans and services for offenders with complex and/or treatment-resistant behavioral health issues and symptoms.

Tasks:
Employee's Name: 
Position Control Number:

A. Meet with new (probationary) therapists at least weekly and review work being done on each caseload; meet with other (certified) therapists on a monthly basis to review each case load.
B. Supervise each Behavioral Health Release Planner in the development of all stages of release planning.
C. Guide all staff in developing a strong, coherent theoretical base and approach to facilitate their understanding of mental health release planning and enhance the effectiveness and consistency of the program.
D. Maintain a pro-active approach to programming so that the needs of the offenders, release planning, and DOC are met and conflicts or problems are avoided whenever possible.
E. To be available to work collaboratively with the offender's treatment team, case manager, and agent (when assigned) to act as a resource and ensure coordinated services.
F. To meet with offenders in order to develop an appropriate continuum of care plan and ensure that identified services are provided.
G. Obtain offender signatures for the releases of information in order to request records and consult with non-DOC sources.
H. When indicated, consult with Behavioral Health Service providers, supervising agents, other identified service providers and facility staff regarding offender transitional needs.
I. Identify resources and insure transition to community mental health care when necessary upon offender release.
J. Develop a 72-hour release plan and an ongoing release plan cooperatively with each offender as assigned.
K. Refer offenders to other practitioners in Behavioral Health when appropriate.
L. Develop and maintain a good working relationship with security staff of the unit so that the security mission of MCF-LL can be fulfilled.

Indicators:
A. Release plans be completed on a timely basis and distributed to key parties prior to release of offender to the community.
B. Case conferences and teams will be scheduled as needed to discuss clinical issues/questions that arise in the provision of release planning services.
C. Clinical supervision sessions will be held routinely with each treatment staff.
D. Release plans will be reviewed each quarter for content and timeliness.
E. Release planning practices will be reviewed at least on an annual basis, and accurate data will be collected and maintained.
F. Obtain and review background information, mental health assessments and criminal histories of assigned offenders.
   1. Determine the need for, arrange or administer, and interpret additional psychological tests and other assessment instruments.
   2. Monitor and document offenders' progress toward established service goals.
Employee's Name: 
Position Control Number: 

3. Consult with other specialized behavioral health professionals (e.g., CPTs 3 or 4; Psychologists 3; Behavioral Medicine Practitioners) as indicated and refer offenders for their services when appropriate.

4. Meet with offender and make contact with the Social Security Office to schedule an interview or exchange information as to status with the offender's Social Security at least 90 days before the offender is due to be discharged.

5. Meet with the offender at least 75 days before the offender is due to be discharged and with the offender present:

6. Obtain informed consent and releases of information from the offender that are needed for transition services.

7. Contact the community human services department in the community where the offender expects to reside following discharge. Inform the department of the offender's impending discharge and the planned date of the offender's return to the community. Determine whether the county or a designated contracted provider will provide case management services to the offender and which type. Refer the offender to the appropriate case management services provider. Confirm that the case management services provider will have opened the offender's case prior to the offender's discharge.

8. Complete enrollment of the offender in eligible Medical Assistance or General Assistance or Medicare health care programs using special procedures established by the Department of Human Services.

9. Meet with the offender and obtain timely appointments for the offender with a psychiatrist, psychologist and health care system, as well as an appropriate treatment program for no later than 30 days following discharge, working with other program staff and community mental health providers that are able to serve former offenders with serious and persistent mental illness. Ensure that the offender leaves the correctional facility with a least a 10-day supply of all necessary medications and a month's prescription.

10. Prepare release plans and review stated plans at least 30 days before discharge with key staff, offender and designated providers in the community

Resp. No 3: This position is responsible to provide/oversee the provision of direct behavioral health evaluation and treatment for offenders.

Priority: A
% of Time: 10
Discretion: B
% of Time Offender Contact: 5
% of Time Non-Offender Contact: 5

TASKS:
A. See offenders upon staff referral or offender request.
B. Assess offender's multi-occurring mental health conditions and develop written
treatment plans when appropriate.
C. Conduct therapy for offenders with suicide concerns, major mental illness, severe
emotional disturbances or other urgent problems.
D. Conduct therapy for offenders with mild or moderate emotional disturbances, sleep
disturbances, personality disorders, maladaptive behaviors, and other non-urgent
problems.
E. Keep records on assessment, diagnoses, treatment plans, and progress.
F. Arrange for special placement and staff care when necessary.
G. Arrange transition to community mental health care when necessary upon offender
release.
H. Refer offenders to other practitioners when appropriate.

INDICATORS

a. Offender referrals and requests are responded to in a timely and effective manner.
b. Therapy, when indicated is conducted in an appropriate format using accepted
evidence-base methods.
c. Treatment plans are developed and revised as needed.
d. Necessary forms and other documentation is completed thoroughly and in a timely
manner and clinical notes are completed using the approved format.
e. Appropriate staff are consulted and/or notified regarding offenders' psychological
status.
f. Referrals to other practitioners are completed on the offender's behalf, as indicated.

Resp. No 4: Participate in various committees and lead projects as assigned, including
those related to effective integration of mental health services with other disciplines.
This position is responsible to identify and provide appropriate in-service training for therapy,
case management and correctional staff.

Priority: A
% of Time: 15
Discretion: A
% of Time Offender Contact:  0
% of Time Non-Offender Contact:  15

TASKS:
A. Meet with other DOC Behavioral Health Services directors as assigned to coordinate efforts.
B. Attend and participate in other committees and meetings as assigned.
C. Identify and provide appropriate in-service training for therapy, case management and
correctional staff.

INDICATORS
a. Attends and participates constructively in meetings and committees as assigned.

Resp. No 5: Attend all mandatory training and complete the training hours required for the position. Actively participate in all training attended—active participation includes participating in class exercises (unless medical circumstances dictate otherwise) giving full attention to trainers, and completing all class assignments.

Priority: B
% of Time: 5
Discretion: C
% of Time Offender Contact: 0
% of Time Non-Offender Contact: 5

TASKS:

A. Obtain mandatory facility training.
B. Participate in behavioral health training related to job duties.
C. Participate in training generally related to behavioral health.

INDICATORS

a. A minimum of 40 hours of training and continuing education are participated in each fiscal year. Successful completion of the class, including active class participation and passing all tests and/or skill checks, is required to receive training credit.

The following responsibilities do not lend themselves to any percent of time breakdown. These are behavioral responsibilities that all staff are expected to exhibit 100% of the time and are not added to the total percent of time for other responsibilities.

The following responsibility does not lend itself to any percent of time breakdown. It pertains to behavioral responsibilities that all staff are expected to exhibit 100% of the time and are not added to the total percent of time for other responsibilities.

Responsibility No. 6: Follow all agency policies, state statutes, and statewide policy. Support the Support Vision, Mission, Values, Goals and initiatives of the DOC.

Priority: A
% Of Time: 100
Discretion: A
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Follow all agency policies, state statutes, and statewide policies. Support the Vision, Mission, Values, Goals and initiatives of the DOC.

This position meets the requirements for inclusion in the Corrections Employee Retirement Plan?  Yes ☐  No ☒

If yes, please indicate the percentage of total offender contact time. Click here to enter text.
RELATIONSHIPS
This position is supervised by the Behavioral Health Service State Program Admin Manager, and receives additional direction from the Psychological Services Director at Lino Lakes regarding program issues. S/he serves as a member of the management team overseeing Behavioral Health Clinical Release Planning and coordinates activities with treatment directors providing on-site supervision of supervisees. S/he directly supervises release planning staff statewide who provide clinical release planning for offenders with serious and persistent mental illness. S/he must be able to develop and maintain effective working relationships with facility and central office staff. Other working relationships include coordinating with the facility’s other mental health staff, security staff, discipline officer, etc.

KNOWLEDGE, SKILLS AND ABILITIES
The incumbent of this position must be able to follow directions; to take criticism; to get along with co-workers and supervisors; to treat co-workers, supervisors, supervisees, and offenders with respect and courtesy; and to refrain from abusive, insubordinate, and/or violent behavior. The incumbent of this position must be able to provide direction. Possess good leadership, human relations, and public speaking skills. The ability to hire appropriately skilled and experienced staff. The skills to train and provide consultation to staff and other professional groups on the assessment, treatment and discharge planning for sex offender clients. The ability to model appropriate professional boundaries is critical.

This position requires advanced level knowledge in the following areas: sound correctional practices; interpersonal communication techniques; negotiation techniques; budget and finance; labor relations and bargaining unit contracts and issues; and crisis management. S/he must have a strong knowledge of institutional and departmental-policy, directives, instructions, operating practices and consent decrees. S/he must have knowledge and understanding of the security practices and related technology, as well as knowledge of therapeutic practices. S/he must understand data privacy directives/guidelines and legal and ethical issues/realities applicable in a correctional setting/program.

The incumbent must be a skilled communicator in both verbal and written formats. S/he must possess strong human relations and organizational skills in order to effectively supervise staff at different facilities and different skills and abilities. The incumbent must also have analytical skills to be able to evaluate a wide variety of information and arrive at sound actions and act confidentiality on these issues.

Requires licensure for independent clinical mental health practice in the State of MN (i.e., LP, LICSW, LPC, LMFT) with demonstrated expertise in mental health and evaluation and treatment.

PROBLEM SOLVING
The incumbent must be able to facilitate the resolution of disputes and a variety of problems (both routine and crisis situations) between offenders, offenders and staff, or between staff and administration. Some problems involve legal or quasi-legal issues and/or inter-
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institutional/divisional situations. This requires extensive fact finding and analysis of circumstances prior to developing a decision based on sound correctional practice. Problem solving situations are diverse and solutions are rarely clean-cut. This requires the incumbent to be creative in applying abstract principles while still achieving the basic goals of the facility's philosophy.

FREEDOM TO ACT
The incumbent must perform his/her duties with minimal supervision while acting within the guidelines of statutes, policy and procedure, sound correctional practice. S/he reports verbally and/or in writing on an as needed basis to higher levels of authority. The incumbent must inform higher authority of decisions or activities which may result in controversy at a facility, department or public level.