



## City of Irving Job Description

### Mental Health Clinician

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Police
<b>Job Code:</b>	J111	<b>Reports To (Job Title):</b>	Police Sergeant

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#### PURPOSE

This position serves as a licensed behavioral health clinician with the City of Irving Police Department. The mental health clinician responds to referrals as well as on scene calls for service and identifies, assesses, triages, and provides treatment and/or referrals for persons with behavioral health conditions in the community setting. The behavioral health clinician will respond to calls for emergency services, may work in environments with intensive crisis situations, liaison, and respond with law enforcement, and be expected to work non-traditional hours as assigned. There is a moderate latitude for the exercise of independent judgment. Further, this position assists the Mental Health Response Team (MHRT) in coordinating ongoing mental health care to the consumers we serve by following up with individuals who have been served by Irving Police Department and identifying and offering appropriate referrals in the community that can serve the individual's needs

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Respond in a stressful and high pressure environment handling emergency and non-emergency communications in a calm manner. Prioritize multiple competing emergency situations at one time; Perform emergency crisis intervention services within a team setting.
- Complete crisis based clinical interviews, identify care needs, provide brief mental health interventions, and coordinate services for persons with mental illness experiencing critical care or crisis service needs.
- Assist in evaluating behavioral health care needs for persons experiencing crisis or immediate care needs; Ask questions to interpret, analyze and anticipate an individual's situation and coordinate care needs within a multidisciplinary care setting
- Coordinate the responses of public safety and social service agencies.
- Document services provided in clinical terms meeting reimbursement standards.
- Perform related duties as assigned.

#### When Assigned as a Care Coordinator:

- Engage with consumers to gather information about their backgrounds, needs, or progress.
- Collaborate with community partners to identify the needs of consumers and coordinate services for ongoing care.
- Act as a resource to other MHRT members in the identification and resolution of consumer needs.
- Maintain a resource list of mental health treatment and social service agencies.
- Maintain and keep up with high risk clients as they cycle through the system.
- Coordinate with local hospitals to participate in the discharge planning process for consumers who are brought to a facility on mental health warrants.

- Along with other team members, intervene in crisis situations to assist clients, conduct clinical assessments, identify an appropriate level of care and intervene with appropriate resources to mitigate the crisis.
- Refer consumers to community or social service programs, and or work or educational programs as needed.
- Provide training/education on the nature of mental illness, the importance of medications, and other medication related information to consumers and their families.
- Conduct active and assertive follow-ups to determine the outcome of referrals, providing additional advocacy as appropriate.
- Conduct advocacy and education with community mental health providers about the program and its benefits to the mental health consumer.

**OTHER DUTIES AND RESPONSIBILITIES**

- Cleaning, organizing and restocking vehicle in a ready condition after each deployment.
- Be flexible as emergency services operate on a 24-hour clock; the LPHA’s assigned work shift schedule may vary.
- Maintain a thorough working knowledge of local geography, which includes maps, streets, and grid book systems.
- Must ensure all certifications, licenses, and registrations are up-to-date.

**SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

**FINANCIAL / BUDGETARY RESPONSIBILITY**

None

**QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

**EDUCATION**

- Master’s degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) with major course work in, Counseling, Social Work, Psychology, Sociology, or a related field.

## **EXPERIENCE**

- At least two (2) years in providing direct care services in the field of community mental health.
- Prior experience should include the following:
  - Providing psychosocial assessments, treatment planning, service coordination, skills training, counseling, and crisis intervention services to adults and adolescents with severe mental illness and/or children with a serious emotional disorders.
  - Case management, psychosocial education, skills training, or assessments, particularly with the target population.
  - Participating in a treatment team that develops and monitors treatment plans for persons with severe persistent mental illness and substance use disorders.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- A masters trained behavioral health clinician with a current and valid license in good standing in the healing arts in Texas.
- An appropriate, valid, state-issued driver's license, or the ability to obtain one upon hire.
- Must obtain mental health first aid, TCOLE approved crisis intervention training, and complete a CPR course within one (1) year of employment.
- Bilingual (English/Spanish) would be beneficial.

## **KNOWLEDGE OF**

- The most recent Diagnostic and Statistical Manual Axis I disorders most often requiring emergency mental health service intervention. Texas emergency detention statutes and procedures.
- Community-based emergency response systems, including Texas crisis response requirements and the social services system.
- Various community resources and providers within the service area including (but not limited to) supportive housing and employment, shelters, food banks, social service agencies, charities, medical and behavioral health providers, and other resources for the indigent population.
- Psychotherapeutic medications, case management functions, and evidence-based practices in the mental health field.
- Criminal Justice: An understanding of the criminal justice system, first responder services or law enforcement services.
- Methods for rapidly determining nature of care needs on scene within a team setting.
- Individual interview techniques to obtain vital/all necessary information to ensure a prompt appropriate response to particular situation and document an accurate and complete report of the services provided.
- Computer Usage: Computer hardware and software applications.
- Record Keeping: Principles and practices for collection and recording of information for use in report presentations.

## **SKILLS AND ABILITIES IN**

- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Written Expression: Communicating information and ideas in writing, so others will understand.

- Oral Expression *under Duress*: Communicating information and ideas in speaking so others will understand, often in stressful situations.
- Complex Problem-Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Composure *under Duress*: Remaining composed and making sound decisions during stressful or sensitive circumstances, which includes responding with patience.
- Policy Comprehension: Interpreting and applying rules, regulations, policies, and procedures.
- Reading Comprehension: Reading and interpreting work documents.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions, which includes alphabetization.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Maintaining Current Knowledge: Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- Visual Color Discrimination: Matching or detecting differences between colors, including shades of color and brightness.
- Spatial Orientation / Depth Perception: Knowing one's location in relation to the environment or knowing where other objects are in relation to one's self.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work, which includes connecting with individuals engaged within area social systems.
- Reporting: Researching, analyzing, and compiling data and preparing concise documents.

## **GUIDANCE RECEIVED**

### **Direction and Varied Methods**

Typically receives general direction about assignments and work results to be attained. Requires judgment to determine which methods apply and what data/information should be considered.

Position must think through how issues can be addressed within existing policies and procedures and may assist others with more complex work methods and problems.

## **CONTACTS**

Coordinate with other staff, departments, officials, agencies, organizations, and the public.

## **EQUIPMENT AND PROPERTY**

Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine and telephone

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee frequently is required to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, hear with aid, see, speak, lift and carry under 15 lbs., drive a motor vehicle, and/or operate motor equipment. Also, s/he will make decisions affecting the safety of others.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The work environments vary and include an office setting, the municipal jail while assisting with arraignments and interviewing clients, and commercial and residential areas when working in the field.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.