

**PSIMED CORRECTIONS, LLC
MENTAL HEALTH SERVICES
Job Description**

POSITION TITLE: Psychological Assistant

LOCATION:

REPORTS TO:

CLASSIFICATION: Exempt, Full Time

EFFECTIVE: March 15, 2022

CANCELLATION: July 1, 2014, March 1, 2017

REVISED: May 17, 2022

POSITION SUMMARY: Provide supportive clinical services for a diverse caseload of behavioral health clients in corrections facilities.

ESSENTIAL FUNCTIONS:

Provide supportive clinical services in accordance with the policies and procedures of PSIMED Corrections, LLC and the West Virginia Division of Corrections and Rehabilitation (WVDCR) as well as abide by the licensing standards of the applicable licensing board (Social Work).

Communicate and work effectively with other Mental Health Services staff, WVDCR personnel, clients and outside support agencies as delegated by the PSIMED Corrections, LLC site supervisor or Division Administrator.

Maintain confidentiality of client information in accordance within the limits of PSIMED Corrections, LLC policies and procedures, WVDCR policies and procedures, the National Commission on Correctional Health Care, American Correctional Association, and the licensing standards of the applicable licensing board (Social Work).

Complete specific duties and responsibilities as designated by the PSIMED Corrections, LLC site supervisor or Division Administrator. Designation of duties will be determined by current needs of the client population and the mental health professional's expertise; taking into consideration staff member's interest whenever possible.

Conduct intake screenings and appraisals as part of the mental health intake classification process.

Assist the psychologist with gathering appropriate documentation and testing for the provision of psychological evaluations.

Work with the Referral Coordinator and the Psychiatrist to schedule and facilitate psychiatric clinics for the designated facility. Conduct weekly psychiatric mental health clinics and maintain open communication with psychiatric nurse and psychiatrist regarding client mental health issues. Ensure clinic notes and orders are received and correct.

Provide psycho-educational group therapy to clients with the goals of reducing maladaptive behavior and fostering effective functioning. Group duties include screening and documentation of clients' participation in each group session in accordance with the policy and procedures of Mental Health Services.

Provide mental health screenings to clients as referred by the WVDCR staff, medical staff or client self-referral for client sick call. Referral is required when a client demonstrates self-mutilation, suicidal behavior, psychotic behavior or psychological distress.

Provide immediate screening and appropriate referral when a client is experiencing a mental health crisis (e.g., psychosis, self-injury, suicidal ideation, suicidal behavior).

Provide documentation in the EMR of the individual's treatment in accordance with Mental Health Services policy and procedure. All documentation should be entered within 24 hours of the encounter with the exception of crisis intervention which should be entered into the chart by the end of the work day.

Provide administration support and/or monitoring of client's mental condition for psychiatric staff as appropriate to include assisting with the EMR and other documentation filing duties.

Participate in staff meetings and in-service training programs.

Complete initial restrictive housing screenings on clients placed into restrictive housing within 24 hours if currently on the mental health caseload or within 48 hours if not on the mental health caseload.

Complete 90 day restrictive housing evaluations on all clients that have been in restrictive housing for at least 90 days, and every 90 days afterwards until released.

Complete weekly restrictive housing rounds on the restrictive housing unit. During the rounds, check on each client that is housed in the restrictive housing unit and observe as well as speak to clients if requested.

Conduct medication non-compliance counseling with clients when a referral is received from medical indicating noncompliance of psychotropic medications. Complete referrals if necessary for medication issues causing noncompliance or to discontinue the medication per signed referral or continued noncompliance.

Provide consultation services as assigned on committees as well as consultation with staff concerning the mental status and management of clients.

Inform PSIMED Corrections, LLC site supervisor or Division Administrator of any problems or barriers in delivery of clinical services (e.g., inability to access a unit or security escorts). Document the inability to deliver clinical services in the client's EMR chart.

Complete assigned tasks including supporting documentation in the designated time frames.

Comply with employee standards of PSIMED Corrections, LLC as well as WVDCR applicable employee standards.

Work nights and weekends as required.

Abide by established conduct standards, speak and interact with clients, employees, etc. in a professional manner.

Adhere to all safety and security policies, procedures and practices.

Attend training as required to maintain current licensure.

Adhere to a minimum standard of business casual dress code consistent with PSIMED Corrections, LLC and WVDCR policies.

Acceptance of additional duties as assigned by the PSIMED Corrections, LLC site supervisor or Division Administrator.

QUALIFICATIONS:

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The following are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Experience and Licenses:

Requires a Bachelor's degree in psychology, social work or a related behavioral science field or nursing LPN/RN degree from an accredited college or university.

Must hold a current license or be license eligible with temporary or supervision status with the respective licensing board.

Must have professional experience or working knowledge of mental health intake process, psychiatric clinic triage and working knowledge of treatment for major mental disorders.

Knowledge, Skills and Abilities:

Excellent written and oral communication skills with the ability to communicate effectively with others.

Ability to read and interpret instructions, documents and follow procedures.

Ability to write routine reports and correspondence.

Ability to establish and maintain a variety of records, organize data and prepare reports.

Ability to cooperate and work well with a team.

Ability to deal calmly and appropriately with stressful situations. Maintain professionalism with clients and teammates.

Work efficiently, meet job demands and deadlines.

Ability to exercise independent judgment and initiative in accordance with PSIMED Corrections, LLC policies, procedures and practices.

Approach change in a positive manner.

Accept constructive criticism/advice and learn from it.

Proficient computer skills including Microsoft Office, email, electronic medical records and the ability to learn other applications as needed.

Must be dependable, responsible, cooperative and adhere to PSIMED Corrections, LLC policies and procedures.

Ability to work evenings and weekend hours as needed.

Must pass background checks, security clearance and drug screen(s).

PHYSICAL DEMANDS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the position, the employee is regularly required to talk, hear and use hands to finger, handle or feel objects. Requires regular keyboarding and utilizing regular office equipment such as computer, printer, copier, fax, etc. The employee is required to sit, stand, walk, climb, balance, bend, stoop, kneel, crouch and reach with hands and

arms. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: Standard medical setting in a correctional facility, which includes interacting with inmates, co-workers, correctional staff and health care personnel. Requires the ability to adapt to periodic changes in environmental conditions including temperature, air quality and noise.

JOB DESCRIPTION ACKNOWLEDGEMENT:

This job description should not be construed as a contract for employment, express or imply a promise of employment for any specific period of time and/or promise a condition of employment. PSIMED Corrections, LLC is an at-will employer and as such, employment by be terminated at any time without prior notice or stated cause by either the employee or the employer.

I have reviewed this job description and I understand all of my job duties, responsibilities, qualifications and physical demands of this position. I am able to perform the essential functions as outlined with or without accommodation. I understand that my job duties may change on a temporary or regular basis according to the needs of my location or department. If I have any questions about job duties not specified in this job description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources.

I further understand that I am responsible for the satisfactory execution of the essential functions described herein, under any and all conditions as described. I also understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description in a satisfactory manner.

I have discussed any questions I may have had regarding this job description prior to signing.

Employee Printed Name: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____