

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: DECEMBER 13, 2012**  
**CLOSING DATE: DECEMBER 19, 2012**

**DEPARTMENT:** Sheriff's Office

**POSITION:** Inmate Counselor

**LOCATION:** Globe

**JOB CODE:** 12-114

**PART TIME – 19 HOURS PER WEEK**

**HOURLY SALARY:** \$21.80-\$26.56 DOE

### NATURE OF WORK

Performs basic duties in the assessment, diagnosis and treatment of inmates of the Gila County Jail System; performs approved counseling procedures according to County policies and Detention regulations.

### DUTIES AND RESPONSIBILITIES:

- Triages Detention inmate psychiatric needs by conducting mental health assessments and prioritizing psychiatric needs within scope of authority; evaluates acute and chronic symptoms, and may determine essential care required.
- Performs basic psychiatric care according to policies, procedures and regulations.
- Interviews and observes patients to ascertain psychiatric history and current condition; reviews patients' records, assesses current condition and symptoms.
- Performs psychiatric examinations and testing as mandated by regulations and protocols; documents and reports test results.
- Observes and assesses patients' conditions and behavior; reports significant changes to supervisor or physician
- Performs administrative duties; receives, logs in and files a variety of reports, client charts, client interactions and other documents; documents all encounters with inmates; records visit notes on patient chart as required; maintains appropriate records and prepares reports as required.
- Serves on-call with respect to after-hours psychiatric needs/complaints

### WORKING ENVIRONMENT:

Work is performed in the County Jails; work involves intense concentration on activities going on around one's location on a constant basis throughout the entire work shift; and must be able to work during weekdays, weekends, and holidays as needed. Must work with a manipulative and clinically challenging client population with possibility of high-risk infections.

### EMPLOYMENT STANDARDS:

High School diploma or G.E.D., a Bachelor's Degree in Social Work or related field, minimum of 1 year experience in counseling or related social work area, must successfully complete a background check prior to being appointed.

### KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

**Knowledge of:** Department policies and procedures; psychiatric sciences including mental health maintenance, promotion and prevention; principles of mental health education and counseling; principles of medical terminology, anatomy, physiology and concepts of disease; principles and practices of records management, and patient file documentation procedures; hazardous chemicals and materials, first aid and CPR.

**Ability to:** Exhibit a professional image in both appearance and behavior and maintain professional composure and effectiveness; utilize basic reference books and resources; operate a personal computer and specialized software applications.

**Skills in:** Performing basic counseling procedures and using Detention Facility equipment as assigned, and within scope of authority; remaining alert at all times and reacting quickly and calmly in difficult situations; writing and completing accurate reports and observations; interacting with people of different social, economic, and ethnic backgrounds.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.