

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JULY 10, 2019
REVISED: OCTOBER 7, 2019
OPEN UNTIL FILLED

DEPARTMENT: Sheriff's Office

POSITION: Part-time Inmate Counselor

LOCATION: Globe

JOB CODE: 19-046

19 HOURS PER WEEK

PLEASE USE CIVILIAN/VOLUNTEER APPLICATION

HOURLY SALARY: \$22.35-\$30.17 DOE

PURPOSE OF THE JOB

The purpose of this position is to improve the mental health and wellbeing of Gila County Jail inmates. This position assesses and records inmates' mental health needs, coordinates medication provision, liaises with other contacts and conducts research.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Conducts mental health assessments and prioritizes psychiatric needs of inmates, conducting interviews to listen to their issues; evaluates acute and chronic symptoms, and may determine essential care required, as mandated by regulations and protocols; documents and reports test results.	60%
• Documents contacts made with inmates, including on the phone and in person.	20%
• Coordinates with medical personnel to provide inmates with medications.	10%
• Liaises with officers, medical personnel, and outside contacts to obtain more information to help inmates; conducts research to find other mental health agencies.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

This position explains County procedures or processes. This position routinely provides therapy through verbal discussions with inmates.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails and reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Continuously (More than 70% but less than 85% in a year)

MINIMUM EDUCATION REQUIRED

Bachelor's Degree in Social Work or related field.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

One (1) year experience in counseling or related social work area.

PROFESSIONAL CREDENTIALS REQUIRED

None

KNOWLEDGE REQUIRED

English language and composition, psychology, case management - corrections. 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.

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SKILLS REQUIRED

Active listening, analytical thinking, analytical writing, communicating diplomatically, negotiating, problem recognition, developing alternative solutions, typing and data entry.

ABILITIES REQUIRED

Express one's self orally, express self through written words, perform tasks with finger dexterity, speak clearly and sensibly.

PHYSICAL DEMANDS

- Routinely sits to complete report and to operate computers.
- May be required to lift work related materials or equipment up to 10 lbs.
- Routinely requires dexterity for keyboard operation.
- Incumbents in this position may be required to walk to and from work sites.

WORK ENVIRONMENT

Incumbents in this position perform work in the County Jail facilities; 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.

SAFETY RISK EXPOSURE

Incumbents in this position are subject to emotional individual encounters; physical danger, bloodborne pathogens, and communicable diseases.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can result in property damage, individual injury, or loss of life.

SECURITY REQUIREMENTS

Incumbents in this position are required to be U.S. citizens with no felony convictions. Incumbents in this position are required to have unrestricted Arizona Driver's License upon appointment. Prior to being appointed, all incumbents in this position are subject to complete a background check as well as medical, polygraph, psychological, written and oral examinations.

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.