

## **Administrator of Mental Health Operations**

### **Basic Purpose:**

Under general direction of the Chief Mental Health Officer (CMHO), responsible for a variety of administrative and operational functions that enhance the agency's statewide system provision of correctional medical and mental health care services.

### **Typical Functions:**

- Develops, implements and manages a mental health services quality performance improvement system to ensure ongoing assessment and evaluation of mental health services provided within the agency. Develops written operational procedures for the quality performance improvement system, provides training and oversight for implementation, and on-going monitoring and oversight. Performs annual site visits to each DOC facility (and to each facility with a mental health units per quarter).
- Responsible for the development, implementation and management of a mental health services data information system utilizing the electronic health record (EHR) and monthly activity reports to ensure pertinent information is captured and reported for the evaluation of mental health services provided. Provides on-going evaluation of outcome measures related to mental health interventions and related services. Coordinates with field practitioners for the development and on-going refinement of reporting requirements, to include clinical performance indicators.
- Responsible for coordinating and monitoring mental health operations' adherence to ACA standards and professional and ethical standards via departmental policies and facility field memoranda. Coordinates with Procedures and Accreditation Unit to ensure audit deficiencies related to mental health operations are corrected and action plans developed to prevent future deficiencies. Participates as a member of internal audit committees as the mental health expert. Coordinates with field staff to assist in analyzing performance data for the development of in-service training. Assists in the review of operational procedures and ensures all mental health procedures are reviewed annually and are in compliance with applicable ACA standards.
- Responsible for the development, implementation and coordination of an information delivery system for the dissemination of mental health information to community corrections field supervision units. Serves as a mental health liaison to community corrections field supervision units to provide assistance in the management of mentally ill offenders under community supervision.

Oklahoma Department of Corrections  
Unclassified Job Descriptor

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- Works with public and private partners to Identify opportunities to increase collaborative programs and services available to offenders with a serious mental illness in DOC. Under the direction of the CMHO, designs, implements and evaluates such additional programs and services.
- Coordinates reentry services for offenders with serious mental illnesses for the agency. Provides clinical supervision, consultation and training to ODMHSAS funded Integrated Services Discharge Managers and the community mental health center based Reentry Intensive Care Coordination Teams (RICCT). Serves as liaison between facility mental health staff, ODMHSAS and other state agencies regarding discharge service delivery. Responsible for the development and delivery of a standardized mental health reentry pre-release curriculum. Develops and maintains pathways of care with community medical and mental health providers to insure continuity of services to offenders after discharge.
- Coordinates with the medical services unit in administering the medical parole program for the department; serving as a liaison to the Oklahoma Pardon and Parole Board, Legislature, Governor's office, and other public or private agencies as required.
- Provides consultation to medical services staff and direct clinical social work interventions and services to select offenders with unusually complicated health-related circumstances.

### **KNOWLEDGE AND SKILLS:**

Knowledge of the principles and practices of clinical social work; health care practices and procedures within a correctional setting; principles of family health and psychosocial aspects of human relations; community, state and national health and welfare resources; biopsychosocial/medical terminology; the principles of motivational interviewing; medical/mental health evidence based practices; and systems of health care. Required skills include but are not limited to: case management in complex systems of health care; establishment and maintenance of effective professional working relationships; healthcare consultation; and good judgment in analyzing difficult, complex situations and making necessary decisions.

### **Education and Experience:**

Statutorily Required: N/A

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Minimum Qualifications: Master's Degree in Psychology, Sociology, Social Work (MSW), or other behavioral sciences from an accredited college or university and be licensed by the State of Oklahoma (or be license eligible) as a licensed professional counselor, a licensed psychologist, or a licensed social worker. Five (5) years of professional social work, clinical mental health work, or experience as a licensed professional in a correctional medical/mental health setting providing behavioral health interventions, one year of which must have been in an administrative capacity.