

Oklahoma Department of Corrections
Unclassified Job Descriptor

CHIEF MENTAL HEALTH OFFICER

Basic Purpose:

Under general direction, organizes and develops a program of mental health services delivery system for the Oklahoma Department of Corrections; coordinates the work of mental health professionals located in all adult correctional facilities; serves as the mental health authority in matters affecting offenders.

Typical Functions:

- Provides administrative and clinical oversight to mental health professionals staff involved in the identification and treatment of mentally ill inmates. Develops and implements the Mental Health Services Manual of policies, procedures, and protocols.
- Provides consultation and training to the department's Employee Assistance Program and serves as a member of the Employee/Family Committee in the Critical Incident Program.
- Serves as clinical director of the department's Sex Offender Treatment programs, Substance Abuse Programs, and Habilitation Programs. As clinical director, the CMHO will provide clinical oversight, direction, consultation, and training as needed by the programs' administrators.
- Participates in activities to promote community programs in mental, emotional, and social development and adjustment; and provides mental health consultation to other community agencies and organizations.
- Serves as mental health consultant to the department and as mental health representative for the department in lay and professional conferences; serves as a consultant to the department in hostage negotiation strategies and in all substance abuse issues; directs all mental health related research of the Department of Corrections.
- Develops budget priorities, long-range goals, contracts, and staffing patterns or psychological and substance abuse services.

Oklahoma Department of Corrections
Unclassified Job Descriptor

CHIEF MENTAL HEALTH OFFICER

KNOWLEDGE AND SKILLS:

Knowledge of mental health theory; of methods of psychological counseling, psychotherapeutic methods, case assessment methods, individual and group testing, protective techniques, statistical methods, and research design; of substance abuse treatment; of community problems; of special education of individuals with mental, emotional, and social problems, and mental retardation; of sex offender management/treatment; and of administration and supervision of mental health services delivery systems. Ability to establish and maintain effective working relationships; to direct the work of others; to serve as a consultant and function in an administrative capacity; to work with community groups and agencies and develop guidance programs and services; to exercise good judgement in analyzing situations and making decisions; and to prepare special funding grants.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Completion of the curriculum requirements of a doctorate in psychology (Ph.D., Ed.D., or D.Psy) from an accredited college or university with a specialty in clinical or counseling psychology or a related area with an active license as a psychologist. The program will include an internship in a clinical setting or at least one year of post-doctoral clinical experience. Course work should include training in psychological testing in both protective and objective techniques. Plus five (5) years experience as a professional psychologist, including one year in administrative or supervisory capacity, preferably in a correctional setting.