

Oklahoma Department of Corrections
Unclassified Job Descriptor

Clinical Coordinator

Basic Purpose:

Positions in this job are responsible for the development, direction, and maintenance of a correctional mental health care system for a designated region or specialty and perform advanced level professional correctional mental health work in the diagnosis and/or treatment of patients in state correctional facilities.

Typical Functions:

- Provides supervision, clinical services, and monitors the provision of mental health services to the assigned inmate population in an ethical and humane manner in keeping with department policy and relevant professional community standards of practice and serves as the primary mental health consultant/liaison to administrative, medical, support and correctional staff.
- Supervises clinical and clerical mental health services staff as designated by the chief mental health officer. This includes peer reviews of psychologists and psychological clinicians and consultation on difficult cases and personal conflicts.
- Develops and implements quality assurance procedures, including peer reviews, as approved by the chief mental health officer.
- Provides and supervises a wide range of correctional mental health services including evaluations, counseling, psychotherapy, and programs with special inmate populations, e.g., the developmentally disabled, sex offenders, those with a history of co-occurring substance abuse disorders, the physically handicapped, elderly inmates, and those with complex emotional, cognitive, and physical disorders. Also provides and supervises crisis and suicide intervention.
- Provides and supervises comprehensive discharge planning which may include applications for Social Security Administration benefits, Medicaid benefits, housing assistance, follow up mental health appointments in the community, coordination with programs developed by the Oklahoma Department of Mental Health and Substance Abuse Services and/or the Department of Human Services and its divisions, and transportation home.
- May prepare reports for use by departmental staff, the Pardon and Parole Board, and community agencies in compliance with all departmental, state, and federal laws and regulations concerning protected health information.

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- Evaluates mental health service delivery needs and makes recommendations for needed changes to include staffing, supplies, and programming. Assigns mental health case loads to available staff prioritizing based on the level of service needs in the inmate population.
- Develops, supervises, and assists in creating training programs for staff in the recognition and handling of problems involving behavior disorders or the psychological, social, or personality adjustments of inmates. Conducts, coordinates, or supervises in-service training programs for staff members and other professionals in those training programs; provides necessary training regarding department-wide policies.
- Participates in and supervises psychological research projects to evaluate objectives, methods, and results of mental health interventions.

Knowledge, Skills, and Abilities:

Knowledge of correctional mental health theory and evidenced-based practices for a diverse inmate population including the mentally ill, the developmentally disabled, sex offenders, those with a history of co-occurring substance abuse disorders, the physically handicapped, elderly inmates, and those with complex emotional, cognitive, and physical disorders; of statistical methods and research design; of issues of discharging inmates and the problems of the continuity of mental health care of discharging inmates reentering the community; of correctional security and mental health practices. Within the correctional setting, have knowledge and experience in methods of crisis and suicide interventions; individual and group counseling and psychotherapy; diagnosis and treatment planning; behavior management techniques; and testing and assessment methods with interpretation of results. Ability to establish and maintain effective working relationships, to direct the work of others, to serve as a consultant and/or function in an administrative capacity, to work with community groups and agencies in developing correctional mental health programs and services, to exercise good judgment in analyzing situations and making decisions. Possess advanced clinical skills with the ability to supervise and teach professional staff and students.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Licensed mental health professional (or within one year of completing licensure) with a doctorate degree in psychology (Ph.D., Psy.D., or Ed.D.) with a specialty in clinical or counseling psychology or related field and five (5) years

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professional experience in a mental health setting, including two (2) years correctional experience.