

Jail Forensic Counselor Trainee Tompkins County

Department: Sheriff's Office
Classification: Competitive
Labor Grade: 15
Approved: 9/2022
By: RP, Commissioner of Human Resources
BBP Risk Factor: 1

MINIMUM QUALIFICATIONS:

Possession of a Masters Degree in Social Work, Forensic Psychology, Psychology, or Counseling from a regionally accredited or New York State registered graduate school at the time of application

SPECIAL REQUIREMENT:

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

NOTE: The incumbent will promote to the title of Jail Forensic Counselor without further competitive examination after successfully completing a minimum eight-week or a maximum fifty-two weeks (post permanent appointment) traineeship.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a trainee position in the competitive class for which candidates undergo on-the-job training to become a qualified Jail Forensic Counselor. The position involves providing assistance in performing assessment, evaluation and crisis intervention services to individuals who are inmates of the Tompkins County Public Safety Building. The incarcerated persons may have psychiatric, drug abuse, parent/child interaction issues, or may be at risk of suicide. In the jail, the incumbent will consult with jail medical staff and converse with corrections staff in order to determine the psychiatric state of inmates for the purpose of formulating an effective treatment program. This class of positions differs from that of Psychiatric Social Worker in that the incumbent works with a specialized population. The work is performed in accordance with agency policies and procedures under the general supervision of the Jail Forensic Counselor in charge of the forensic program. Leeway is allowed for the exercise of independent judgment when carrying out the duties of the position. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists in performing intake screening and diagnostic duties for new incarcerated persons, referring them to the psychiatrist for a medical examination if necessary;
- Assists with providing individual or group psychotherapy to incarcerated persons as indicated in a treatment plan and in consultation with a multidisciplinary Mental Health team and Sheriff's Office staff, and other agencies as appropriate;
- Works closely with Forensic Counselor in providing crisis intervention services and coordinates the provision of other services as needed (e.g., drug/alcohol assessment and treatment), including discharge planning to facilitate transition to the next setting, whether that be a community plan or a higher level of care;

- Maintains all clinical records relevant to cases in accordance with clinic, state and Sheriff's Office policy;
- Arranges for Sheriff's Office staff to transport incarcerated persons requiring hospitalization or psychiatric evaluation;
- May act as an expert witness in legal matters as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of current theories, principles and practices of psychotherapy;
- Working knowledge of forensic mental health principles and practices;
- Working knowledge of crisis intervention techniques;
- Working knowledge of local resources available to incarcerated persons;
- Ability to classify the psychopathology manifested by incarcerated persons in accordance with currently accepted classifications;
- Ability to provide effective face-to-face therapy;
- Ability to function as a member of a multi-disciplinary team;
- Ability to correctly appraise personal situations and make sound judgments concerning action required;
- Ability to establish and maintain cooperative working relationships with professionals, para-professionals and volunteers from a variety of agencies;
- Ability to present ideas clearly and concisely both orally and in writing;
- Ability to prepare a wide variety of written records and reports;
- Ability to make decisions and take decisive crisis intervention action in a jail setting;
- Ability to understand and interpret the various federal, state, and local laws, rules, and regulations that pertain to forensic mental health programs.
- Empathy, good judgment, initiative and tact are required;
- Mental and physical condition commensurate with the demands of the position;
- Ability to facilitate group therapy sessions.

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