Pennington County Sheriff’s Office Job Description

**Job Title:** Counselor-Correctional Mental Health  
**Division:** Jail/WSDJSC  
**Reports To:** Program Coordinator  
**Grade:** 14  
**FLSA Status:** Non-Exempt  
**Approved Date:** 5/1/2015

**Job Summary**
The Counselor-Correctional Mental Health (CMH) provides comprehensive programs and resources to support staff and inmates/detainees at the Pennington County Jail (PCJ) and Western South Dakota Juvenile Services Center (JSC).

**Essential Duties and Responsibilities**
- Providing inmate/detainee behavior management resources for staff  
- Assessing inmates as directed and identifying appropriate services  
- Assisting with appropriate inmate classification, early risk identification and involuntary holds  
- Providing individual, group and crisis intervention counseling  
- Coordinating inmate services with medical staff and other in-house resources  
- Preparing and completing assessment reports and treatment plans  
- Adhering to policy and procedures  
- Attending meetings and completing trainings as required.  
- Performing other duties as assigned.

**Minimum Requirements**
- Master’s Degree in a Human Services Field  
- Minimum one year mental health experience, preference to those with correctional setting experience.  
- Preference for those who are South Dakota Qualified Mental Health Professionals  
- A valid South Dakota Driver’s License within 90 days of moving to South Dakota.

**Working Environment**
The work is typically performed in a secure correctional facility during daytime hours. It will include close interactions with inmates and the occasional evening or weekend.
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Physical Requirements
While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is frequently required to walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Pre-Employment/ Internal Promotional Requirements
Applicant will undergo a background investigation and pre-employment drug as outlined in Global Policy 2-23.