



Pennington County Mental Health Program Coordinator (Exempt C41)

Position Objective:

The Mental Health Program Coordinator is responsible for developing, maintaining, and supervising the delivery of mental health services to the detainees of the Western South Dakota Juveniles Services Center and the inmates of the Pennington County Jail. The Mental Health Program Coordinator is responsible for directing and training mental health counselors to provide quality and professional mental health services.

Essential Functions:

- Providing both direct and indirect clinical supervisor for all counseling staff including: selection, scheduling, assigning work, enforcing policy to include disciplinary action and conducting performance reviews;
- Enduring fidelity of evidence-based practices for all levels of treatment care;
- Ensuring staff development through various training opportunities;
- Maintaining compliance with accreditation standards, existing contracts and grants;
- Providing on call assistance;
- Participating in developing, implementing and enforcing policy;
- Ensuring applicable licensure and certifications are maintained and reviewed.
- Attending meetings and completing trainings as required.
- Adhering to Sheriff's Office policies.
- Performing other duties as assigned.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- Master's Degree and Human Services Field
- A minimum of five years' experience in the mental health field or equivalent. Preference given to those with supervisory experience.
- Possession of or ability to readily obtain a South Dakota State Qualified Mental Health Professional License and a valid South Dakota Driver's License within 90 days of moving to South Dakota.

Working Environment:

The work is typically performed in an office within a secure correctional facility. The Program Coordinator will be required to interact on the cell blocks with detainees and inmates. Hours may vary to accommodate on call statement of work requirements.

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.