

## TRI TOWN MENTAL HEALTH CO RESPONDER FUNCTIONAL JOB DESCRIPTION

Job Classification: **Co-Responder Diversion Clinician**  
Program Administrator: **Tri-Town Health Director Jim Wilusz**  
Field Supervisors: **Lee, Lenox, and Stockbridge Chiefs of Police**  
FLSA Status: **Exempt**

### **Job Summary:**

The Tri-Town Co-Responder Clinician is a collaboration between Tri-Town Health Department and the Lee, Lenox and Stockbridge police agencies which is embedded into the Police Departments and co-responds with law enforcement to 911 and calls for services to people in the community who are experiencing a crisis. This is an exempt management position that is salaried and based on a 40 hour a week work schedule. This Co-Responder works duties including:

### **Essential Functions:**

1. Actively participate in the ride-along function of the Co-Response model.
2. Provides behavioral health assessments to individuals and families in crisis who encounter the police.
3. Serve as primary liaison to law enforcement on assigned shift.
4. Accompany first-responding officers to call out situations.
5. Provide initial crisis intervention services to individuals in need, along with crisis case management and short-term crisis counseling as follow-up from initial intervention, when appropriate.
6. Represent the program in a prepared and professional manner at community events, task forces, and public speaking engagements.
7. Maintain linkages with law enforcement and community agencies by providing documented case consultation, program development and problem resolution.
8. Provide information and referral services to individuals and families.
9. Maintain necessary documentation, data entry, and records in accordance with program requirements.
10. Develop and maintain a thorough knowledge of managed care and health insurance systems; provide other clinicians with managed care information and resources pertinent to the crises being managed.
11. Participate in cross training of law enforcement and Psychiatric Emergency Service (PES) staff.
12. Prepare for and facilitate monthly Operations meetings with Police Department.
13. Attend and actively participates in supervision and staff meetings.
14. Remain alert at all times throughout the scheduled shift.
15. Adhere to all principles related to the Advocates Way.
16. Perform all duties in accordance with the agency's policies and procedures.
17. Strictly follow all agency Performance Standards.
18. Assist with development and administration of community substance use programs
19. Assist, seek, and administer applicable grant programs

***Please note: The essential functions listed in this section are not limited only to the tasks listed and may include other duties as assigned.***

**Qualifications/Education/Experience:**

1. Master's degree in Social Work, Counseling Education, Counseling Psychology, Rehabilitation Counseling or a related field.
2. At least two years of crisis experience with target population (inpatient, outpatient, residential acceptable).
3. At least 2 years of experience working with populations specific to substance use and mental health specific needs.
4. Strongly prefer that a candidate will have a demonstrated understanding of and competence in serving culturally diverse populations.
5. Ability to communicate effectively verbally and in writing.
6. High energy level, superior interpersonal skills and ability to function in a team atmosphere.
7. Proficiency in Microsoft Office Suite and other applications.
8. Must possess excellent assessment and interviewing skills.
9. Must adhere to professional ethics.
10. Ability to develop and maintain satisfactory working relationships with employees and providers.
11. Must have working knowledge of current version of the American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders.
12. Commitment to Advocates values and mission.
13. Ability to read and speak English.
14. Sensitivity to the needs of the population.
15. Must have valid driver's license and access to auto.
16. Must be able to perform each essential duty satisfactorily.

**Supervision:**

The co-responder reports administratively to the Executive Director of the Tri-Town Health Department and operationally when activated reports to the 3 town Chiefs of Police. The co-responder may supervise interns and other volunteers as needed.

**Physical Demands:**

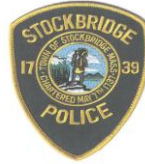
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**General requirements:**

1. Full upper extremity range of motion
2. Full lower extremity range of motion

**\*Continuous:** Communication

**\*Frequent:** Standing, sitting, walking



### **Hours of work**

This is an exempt management positions and employee's work week shall ordinarily consist of forty (40) hours, beginning on Mondays and ending on Fridays, plus whenever evenings and/or weekend hours that may be necessary from time to time to respond properly to the demands of the position, including responding to crisis scenes or planned meetings if needed. It is recognized that if the Employee may devote time outside normal office hours to conduct business for the Towns of Lee, Lenox, and Stockbridge. It is understood, from time to time, the employee will be asked to respond and assist with crisis scenarios, and on those occasions shall receive time and a half for emergency or unplanned call ins.

### **Compensation**

Compensation will be commensurate based on experience, qualifications, credentials and a successful contract negotiation with the employer and compensation will be proportional to certification levels that include, but not may be limited to:

- A) L.I.C.S.W. Licensed Independent Clinical Social Worker
- B) L.C.S.W. Licensed Clinical Social Worker
- C) L.M.H.C. Licensed Mental Health Councilor (Masters level)

## **RECEIPT AND REVIEW OF FUNCTIONAL JOB REQUIREMENTS**

I, \_\_\_\_\_, have read, understand and agree to the above functional job description. I understand the essential functions, qualifications, education, experience, and physical demands of the position and acknowledge that I am capable of performing all of the essential functions of this position without reasonable accommodation or I have informed you of my need for an accommodation. I understand that the contents as presented are a matter of information and should in no way be construed as a contract between Advocates, Inc. and its employees. Advocates, Inc. reserves the right to change any part of this job description, as circumstances require.

Signature\_\_\_\_\_Date\_\_\_\_\_

Witness\_\_\_\_\_Date\_\_\_\_\_