

**PINELLAS COUNTY SHERIFF'S OFFICE**  
**LICENSED MENTAL HEALTH COUNSELOR (LMHC)**  
**Job Code: 37510**

**GENERAL DESCRIPTION/PURPOSE:**

Under the general supervision of the Psychiatrist and the Inmate Healthcare Program Administrator, position is responsible for providing mental health counseling and assistance to incarcerated inmates.

**ESSENTIAL FUNCTIONS:**

Provide services on site forty (40) hours per week. Position may require five (5) eight (8) hour shifts per week, or seven (7) twelve (12) hour shifts every two (2) weeks as assigned. This position is also required to take call after hours (evenings/weekends) for clearances and consultations, and may be required to report on-site to complete involuntary examination forms.

Collaborate with the mental health team in diagnosing and treatment planning of inmates with mental health conditions. Act as liaison between medical and mental health staff to address inmate healthcare needs.

Complete psychosocial assessments, including investigation of social and family background information pertinent to the diagnosis, treatment and discharge planning of inmates with mental health issues. Assist the inmate in responding constructively to non-pharmaceutical treatment methods.

Assist in post release planning, including referrals to community resources; assist families/agencies interested in the provision of continuity of mental health care post release.

Attend meetings and training sessions as required; participate in quality improvement activities related to mental health or other issues as directed; conduct chart reviews and healthcare audits on mental health documentation, processes, and procedures; and supply statistics and related reports, as required.

Respond immediately to urgent/emergent requests for assistance by medical/mental health staff members; respond within 24 hours to inmate requests for mental health services; maintain a direct therapeutic relationship with the inmate requiring mental health services; provide group psychotherapy counseling sessions when indicated, or required.

Make appropriate referrals to mid- or upper-level mental health providers for psychotropic medication management, or other psychiatric services outside the scope of the LMHC license; document assessment and pertinent findings requiring referral in the electronic medical record utilizing the SOAP format.

Evaluates inmates' mental health conditions; places inmates on, and clears inmates from mental health housing statuses as directed by the psychiatrist.

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Initiate Involuntary Examination (BA-52) paperwork as deemed appropriate; recommend type of transport required, based on inmate behavior; assist in assuring transport to local facilities occur in a timely and appropriate manner.

Participate in Sheriff's Office recruitment and community relations activities as directed; assist in the mental health training and education of medical and detention personnel.

Assure that all work output and documentation complies with written policies, procedures, guidelines, protocols, rules, and directives, as well as those verbally conveyed. Maintain accreditation standards; document all decisions and interactions with inmates as required.

**EDUCATIONAL REQUIREMENTS**

Master's Degree in Mental Health Counseling, Social Work or a related field.

**EXPERIENCE REQUIRED:**

One (1) year of experience in a correctional setting or comparable mental health environment.

**CERTIFICATIONS/LICENSES/REGISTRATIONS REQUIRED:**

Maintain appropriate, unrestricted credentials according to the licensure, certification, and registration requirements of the jurisdiction. Position requires a valid Mental Health Counselor License (LMHC), CPR – BLS or ACLS Certification; and a valid Florida driver's license.

**REQUIREMENTS OF THE POSITION:**

Knowledge of organizational procedures, policies, practices, rules and regulations governing activities of the administrative functions and their interpretations.

Ability to work independently on complex and confidential tasks. Ability to interact effectively and courteously with all, and to establish and maintain effective working relationships with employees, other agencies and the public.

Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the work place.

This list of functions, duties, responsibilities, and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.