

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## LICENSED CLINICAL SOCIAL WORKER (LCSW) MISDEMEANOR PROBATION UNIT

<b>JOB CODE: 37500</b>	<b>PAY GRADE: 18</b>	<b>PAY RANGE: \$53,621 - \$85,795</b>
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### GENERAL DESCRIPTION

Under the general supervision of the Misdemeanor Probation Unit Sergeant, position is responsible for conducting substance abuse and mental health evaluations and needs assessments on misdemeanor offenders. Work is reviewed through observation and results obtained. **This position may be required to take calls after hours (evenings/weekends) for clearances and consultations, and may be required to report on-site to complete involuntary examination forms.** Duties based on assignment.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Collaborates with the Probation Specialist and court in diagnosing and/or addressing the offender's mental health, substance abuse, and psychosocial needs;
- Completes psychosocial assessments, including investigation of social and family background information pertinent to the diagnosis, treatment, and discharge planning of offender with mental health issues; assists the offender in responding constructively to non-pharmaceutical treatment methods;
- Assists in probation planning, including referrals to community resources; assists families/agencies interested in the provision of continuity of mental health/substance abuse care;
- Responds immediately to urgent/emergent requests for assistance by Misdemeanor Probation staff members; responds to offenders' requests for mental health services; maintains a direct therapeutic relationship with the offender requiring mental health services; provides group psych-educational counseling sessions when indicated, or required;
- Makes appropriate referrals to mid or upper-level mental health providers in the community for psychotropic medication management or other psychiatric services outside the scope of the LCSW license; documents assessment and pertinent findings requiring referral in the Electronic Medical Record (EMR) utilizing the SOAP format;
- Evaluates offenders' mental health/substance abuse conditions; collaborates with probation specialist to the successful completion of probation;

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- Initiates Involuntary Examination (BA-52) paperwork as deemed appropriate; recommends type of transport required, based on offenders behavior; assists in assuring transport to local facilities occur in a timely and appropriate manner;
- Assures that all work output and documentation complies with written policies, procedures, guidelines, protocols, rules, and directives, as well as those verbally conveyed; maintains accreditation standards; documents all decisions and interactions with offenders as required;
- Conducts needs assessments on high recidivism risk offenders using Northpointe's COMPAS Assessment tool and develops case plans and referrals to service providers;
- Develops and conducts psych-educational groups to meet court requirements;
- Develops case plans, including referrals to community resources; assists families/agencies interested in the provision of continuity of mental health care and substance abuse treatment;
- Provides crisis intervention to offenders as requested and when appropriate;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

Regular and reliable attendance is required as an essential function of the position.

This position may be considered essential and, in the event of an emergency or natural disaster, may be required to work.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

## QUALIFICATIONS

- Graduation from an accredited college or university, recognized by the U. S. Department of Education, with a Master's Degree in social work or related field
- Clinical Social Worker License (LCSW) AND
- One (1) year experience in a correctional setting, probation office, or comparable mental health environment
- Maintain appropriate, unrestricted credentials according to the licensure, certification, and registration requirements of the jurisdiction
- CPR – BLS or ACLS Certification
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check



## KNOWLEDGE, SKILLS, AND ABILITIES

- 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
- Adheres to professionally recognized ethical standards of care
- Knowledge of social service, mental health, substance abuse, educational, vocational, and rehabilitative programs available in the county and state
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## PHYSICAL ABILITIES

Physical abilities listed below may have estimates listed of time spent during a typical work day to perform essential functions and responsibilities. Members in this position must be able to perform the following:

- Must be able to climb stairs for fire drills and other purposes
- Must have full range of motion to administer medical attention and perform CPR on the floor and in other confined areas
- Must be able to pass the annual skills assessment
- Sit up to 3 hours per day
- Stand up to 3 hours per day
- Walk up to 6 hours per day
- Continuously lift up to 10 lbs.
- Occasionally lift up to 25 lbs.
- Continuously bend or reach
- Occasionally squat or kneel