

JOB DESCRIPTION

JOB TITLE: Day-Time Screener

JOB ACCOUNTABILITY & OBJECTIVES:

This exempt position works under the administrative and clinical supervision of the Assistant Director of Outpatient and Emergency Services to provide rapid emergency screening and assessment services. This position provides continuing community assistance in the area of emergency psychiatric services, assists in maintaining a tracking system for court-ordered clients. This position interfaces with psychiatric facilities and programs in advocating clients' placement in least restrictive setting, when appropriate. Provides court testimony and attends, when possible, all Mental Health/Drug and Alcohol Court hearings of persons living in PCA's catchment area. Overall, this position is expected to maintain a positive provider relationship with community organizations, agencies and hospitals and provides internal and external customer service consistent with PCA's goal of excellence and professionalism.

RESPONSIBILITIES:

ESSENTIAL FUNCTIONS:

- Provides face-to-face mental health screening and assessment services to all persons in PCA's catchment area using the Single Point of Entry and guidelines set forth in the contract with the Division of Behavioral Health Services, normally between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday.
- Provides own reliable transportation to and from screening sites in PCA's catchment area.
- Maintains awareness of personal safety and the safety of the patient at screening sites.
- Responds to mental health emergency calls and provides assessment and triage over the telephone.
- Triage politically and/or clinically sensitive emergencies with consultation of clinical supervisor, administrative supervisor, and/or medical director.
- Reviews all emergency contacts and screenings completed by therapists at PCA. Informs Assistant Director of Outpatient and Emergency Services and Clinical Director of problems or necessary changes concerning screenings and emergency contact sheets.
- When appropriate, assists all clients in psychiatric facilities and programs in transferring to more or less restrictive settings.
- Monitors all of PCA's Circuit Court Orders (Probate Division). Makes court appearances to give testimony as needed. Files petitions when needed or assists interested citizens with the process of filing petitions. Sets appointments with PCA psychiatrists regarding court ordered psychiatric evaluations. Monitors system of re-file reminders on PCA clients under court order.
- Provides PCA staff with new guidelines regarding Circuit Court (Probate Division) and emergency situations.
- Coordinates with ADAP and MID-ARK Sobering Center regarding court ordered substance abuse clients.

- Provides consultation with other agencies about PCA's programs and facilities.
- When appropriate, will perform duties of client advocate for all PCA clinics.
- Conducts clinical chart reviews on a monthly basis.
- Reviews and updates hot sheets and on-call materials.
- Provides continuing development of positive working relationships with community agencies and resources.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of psychological theories and principle of human behavior
- Knowledge of the mental health delivery system (both public and private) in Central Arkansas and state laws as they pertain to court functions.
- Organizational skills and the ability to prioritize and coordinate multiple projects simultaneously without losing control of critical details
- Ability to work as a member of the team and to respond calmly and effectively in a crisis
- Ability to establish and maintain effective communication and working relationships with clients, non-clients, family members, law enforcement personnel, court officials, staff and other professionals and providers, and the community in general.
- Knowledge of diagnostic criteria of Axis I & II
- Knowledge of the relationship and interactions of mental and physical illness and/or substance abuse

EDUCATION & EXPERIENCE:

- Must be a qualified mental health professional as defined by State Standards for Community Mental Health Centers. Past experience in mental health work is preferred, especially in mental health emergency and crisis management and triage experience
- Must have one of the following credentials: LMSW or LCSW; LPE; LAC or LPC; or RN with a minimum of one year of mental health experience. All licensures must be valid in the state of Arkansas.
- Valid Arkansas Driver's License and Insurance

ADDITIONAL REQUIREMENTS:

- A criminal background check.
- First Aid/CPR is provided and required within the first year of employment
- Completion of Driver's Education Training provided by PCA within the first year of employment.

Print Name: _____

NON-SUPERVISOR GOAL(S)

Employee Signature Date

Supervisor Signature Date