



# Program Director of Jail Services

**Job Code:** DIR - 122  
**Revision Date:** Dec 21, 2018

**Salary Range:**  
\$27.22 - \$44.54 Hourly  
\$2,177.60 - \$3,563.20 Biweekly  
\$56,625.00 - \$92,633.00 Annually

**FLSA:** Exempt

## **Overview**

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

## **General Description**

The purpose of this job is to coordinate and administer the Jail Services Program including planning, organizing, staffing, leading, and controlling program activities. Works with the El Paso County Sheriff's Office staff and provides quarterly and annual trainings. Ensure the safety of patients and staff at the Jail Mental Health Clinic.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

## **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Participates and assists with creation and revision of identified contracts related to Jail Mental Health Clinic. Ensures all staff assigned to the Jail Mental Health Clinic are in compliance with contract standards.
- Provides monthly data and statistics, as identified by contract requirements; and provides additional data and statistics, as requested by EHN administration.
- Supervises, directs, and evaluates assigned staff; processing employee concerns and problems; directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Provides oversight of the day to day operations of the Jail Mental Health Clinic and programs. Establishes and monitors annual budget and expenses.

- Develops and maintains processes to ensure clinical and operational efficiency of services provided; ensures staff compliance with all identified standards, both through EHN requirements and those required through contracted requirements.
- Provides required quarterly and annual training for El Paso Sheriff's Office staff.
- Creates and analyze reports to monitor compliance, productivity for both internal and external (community stakeholder) distribution.
- Participates in community stakeholder meetings.
- Performs other duties as assigned.

### **Minimum Education and Experience Requirements**

Requires a Master's Degree in Health or Human Services and/or Social Services; or related field supplemented by four (4) years of experience as a supervisor or director in the mental health, or closely related field; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

### **Required Knowledge and Abilities**

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

### **Physical Demands**

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Unavoidable Hazards (Work Environment)**

Working in a detention facility all hazards that may be associated with working in this environment, will be applicable.

### **Special Certifications and Licenses**

- Master's Degree in Health and Human Services related field.
- Preferred Licensed Professional of the Healing Arts (LPHA)
- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background (both an EHN background and one completed by El Paso County Sheriff's Department) and drug screen.

### **Americans with Disabilities Act Compliance**

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Other Job Characteristics**

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

**Note:** This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.