EMPLOYMENT ANNOUNCEMENT
10/25/13

Vacancy Announcement: MENTAL HEALTH PROFESSIONAL

Apply To:
Bell County Juvenile Services
Susan Humphrey, Director
4800 East Rancier
Killeen, Texas 76543

Position, Level, and Annual Salary:
Group 27 Steps 1-4: $41,112 – $44,928

Position Location:
Bell County Juvenile Services Center (Killeen)

Closing Date:
Open Until Filled

Brief Job Description: Responsible for mental health services for department programs and ensures that juveniles and families receive services as outlined in program requirements. Responsible for ensuring program implementation and fidelity in accordance with local, state and federal guidelines.

Essential Job Functions:
1. Fulfill all duties related to his/her assignment as directed by the Texas Juvenile Justice Department. This includes, but is not limited to, all policies in accordance with the Texas Family Code, Texas Education Code, Bell County Employee Handbook, Bell County Juvenile Services, and Facility policies and procedures. Duties may include, but are not limited to: counseling, intake and assessments of juveniles, developing Individual treatment plans, reports, documentation, maintenance of files, conducting monthly case reviews, and maintaining contact with probation officer(s) and parents/guardian.
2. Keep the Facility Administrator advised of all critical situations that may arise, working as a team with all personnel.
3. Always maintain his/her appearance and appropriate professional behavior.
4. Provide crisis intervention services, cognitive education or counseling in an individual or group setting to youth with mental, emotional, or behavioral health concerns, to include those disrupting or having difficulty adjusting to program rules.
5. Work in conjunction with department LPC and treatment staff.
6. Provide information to staff, administration or the judiciary regarding resident’s suicidal ideation and gestures, mental health concerns, compliance, progress, etc.
7. Participate in departmental processes, which may include but not limited to staffing to determine program suitability; multi-disciplinary team meetings; case staffing; training; groups; meetings, etc.
8. Assist in assessments, treatment planning, developing intervention programs and recommending resources and services for juveniles.
9. May carry a caseload and be responsible for all case supervision requirements.
10. Assist in planning, developing and conducting training for staff and volunteers.
11. Collaborate with community and state partners to ensure quality of service for all youth and families.
12. Perform other duties as may be assigned by the Chief Juvenile Probation Officer, Deputy Director or Assistant Directors.
Basic Qualification Requirements:
1. Must have master’s degree conferred by a college or university (accredited by an accrediting organization) and deemed recognizable by the Coordinating Board, Texas College and University system;
2. Must have License in Clinical Social Work or Professional Counseling-Supervisor as issued by the State of Texas.
3. One year experience preferred in full-time casework or counseling in a social service, community correctional or juvenile agency that deals with offenders or disadvantaged persons.
4. Must have a valid Texas Driver’s License and proof of adequate liability insurance; and a personal vehicle that is dependable for day-to-day transportation;
5. Possess physical stamina to handle potential physical outbursts of violent youth and be able to restrain a child who is resisting.
6. Must have the ability to work with a diverse population.
7. Must be of good moral character.
8. No staff member may possess, while on duty, any firearm, illegal weapons, or chemical agents.

Knowledge, Skills, and Abilities:
All qualified candidates who respond to this announcement will be evaluated in the knowledge, skills, and abilities (KSA’s) required to perform the duties of the position. The following KSA’s are required for the position advertised in this announcement:
1. Abilities such as working flexible hours, traveling, ability to follow instructions.
2. Ability to follow directions in applying for this position and responses in the interview.
3. Good writing and composition skills.

How to Apply:
Applicants must submit the following prior to the closing date:
1. A completed Bell County application submitted to Susan Humphrey, Director. Applications can be completed online or downloaded at www.bellcountytx.com, Human Resources.
2. The Background Investigation Release Form which can be obtained at the Killeen Juvenile Services Center.
3. A written statement on each of the Knowledge, Skills, and Abilities required for the position.

Equal Employment Opportunity:
Candidates will be evaluated without discrimination for any non-merit reason such as race, religion, sex, national origin, politics, marital status, physical handicap, age, membership or non-membership in an employee organization.