

**JOB DESCRIPTION:****CO-RESPONDER**

Date:	April 2021
Payroll Grade:	5T or 6T
Location:	Montrose, Delta, Gunnison, Hinsdale, Ouray, and San Miguel counties
Supervisor:	Regional Director or designee
Exempt:	Yes

**GENERAL PURPOSE:** Works directly with law enforcement agencies to perform clinical functions. Responds with law enforcement to 911 calls in the community to conduct a crisis assessment, intervene, and disposition calls in the least restrictive setting.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Follows directions from Law Enforcement (LE) partner with respect to on-scene safety immediately and without fail.
- Assists LE whenever they come into contact with suspected persons with a mental illness or substance use disorder (SUD).
- Prevents unnecessary hospitalization or ED use of person with a mental illness or SUD.
- Responds to calls quickly, conducts an assessment, offers effective and efficient interventions, and coordinates care to allow LE to quickly return to duty.
- Interviews natural supports to elicit relevant information.
- Assesses Members treatment needs related to psychiatric, medical, social, and emotional care and follow-up after the event for 72 hours to ensure engagement and access to services.
- Adheres to professionally recognized ethical standards of care.
- Determines when to involve medical personnel when medical safety is an issue.
- Assesses Member's risk for danger to self, danger to others, and intervenes accordingly.
- Exercises sound clinical judgment in determining Member's ability to remain safely in the community
- Develops a clinically sound safety plan in the least restrictive setting, only utilizing M-1, 72 hr. holds when all other options have been exhausted.
- Develops a collaborative crisis treatment plan that meets the needs of the Member and police.
- Documents encounters proficiently.
- Utilizes computer and commonly used computer programs proficiently.
- Completes documentation same day for each case utilizing precise, accurate, efficient, and coherent clinical writing skills.
- Completes accurate and precise supporting clinical documentation including treatment plans and LE reports as requested
- plans, safety plans, case dispositions, progress notes, billing forms.
- Utilizes DSM V to accurately provide diagnostic impressions
- Accurately conveys CMT response times and communicates updates, changes or errors
- Staffs case with supervisor prior to clearing the call as needed.

## Center-Wide Essential Duties and Responsibilities

- Responsible for keeping client information confidential by adhering to Colorado law and policies and procedures of the Center.
- Responsible for compliance with applicable federal, state and local laws; professional practice acts and ethical guidelines; policies and procedures of the Center; and contractual guidelines.
- Responsible for supporting the Center's Vision, Mission, Values and Beliefs by practicing and modeling a culture of wellness within a *One Team Mindset*.
- Completes all administrative paperwork and Qualifacts documentation/time sheet as requested/required
- Completes required competency training in Essential Learning and additional training as requested or selected by supervisor
- Reviews and acknowledges Center policies and procedures as requested/required

### MISC. DUTIES AS ASSIGNED

- May be assigned to community consultation and education projects
- May be assigned to represent the Center at community meetings

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

**SUPERVISORY DUTIES:** None

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

### Education or Formal Training

- Master's level degree in one of the recognized mental health professions required
- Associate or independent licensure as an LAC/LPC or LCSW strongly preferred
- One year behavioral health or law enforcement and crisis experience preferred
- Must be able to pass a law enforcement background check and obtain a Fingerprint Clearance Card
- Must pass required drug test
- Experience in de-escalating clients in crisis situations

### Knowledge, Skill and Ability: (include materials and equipment directly used)

- Ability to communicate and work with other services agencies in the community
- A working knowledge of individual, group, family, and crisis treatment approaches and their application to clients with emotional, behavioral and/or substance use disorder problems
- Ability to provide services in the mental health Center, schools, jails, emergency rooms, and client homes. This may necessitate travel within the community
- Ability to do differential diagnoses based on the DSM, service planning, case management, and treatment

- Ability to assess level of risk and make appropriate clinical judgment for resolution of client emergencies to effect a safe outcome
- Ability to produce written documentation of clinical work in a manner readily understood by other service providers
- Ability to communicate program needs and services to individuals and groups
- Ability to communicate performance expectations and company policy to staff
- Ability to deliver services where the client=s needs are. This necessitates travel within the community
- Basic computer and keyboarding skills
- Ability to enter data on the Center’s computerized record keeping system
- Ability to travel to other Center offices
- Ability to interact with people in a professional, friendly manner
- Ability to work independently as well as cooperatively and constructively as part of an interdisciplinary team
- Ability to think critically and independently
- Ability to realize and activate potential in every interaction, every day
- Ability to adapt to change in the workplace
- Ability to use change as an opportunity for innovation and creativity
- Ability to inspire and model collaborative teamwork

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Works extended hours in front of a computer monitor
- Required to talk and hear
- Often requires sitting and use of hands and fingers, to handle or feel
- Occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl
- Vision abilities required by this job include close vision
- The noise level in the work environment is usually quiet to moderate
- May need to provide services in noisy and unclean locations in the community
- Must have ability to drive to meetings out of the area
- Must have a valid Colorado driver license

**I have read this copy of my job description, discussed it with my supervisor and understand my responsibilities.**

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Employee's Signature

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Date