



COUNTY OF SUMMIT, OHIO
CLASSIFICATION SPECIFICATIONS
An Equal Opportunity Employer

TITLE: Mental Health Coordinator - DRAFT**CODE:** 40041

Pay Table: C3

Pay Grade: 05

EEO Category: 02

EEO Function: 11

FLSA Status: Non-Exempt

Officeholder(s) using this spec: Sheriff

Minimum Hourly Rate: \$30.53

Midpoint Hourly Rate: \$38.18

Maximum Hourly Rate: \$45.82

Date Adopted: DRAFT

Date(s) Revised: DRAFT

JOB RESPONSIBILITIES:

Under general Provides professional direction to assigned mental health staff and oversees mental health services in the facility, providing clinical and administrative oversight of inmate patients in the jail setting, facilitating mental health assessments, clinical observations, and consultations in conjunction with psychiatric physicians for inmate treatment and stabilization. Overall, the Mental Health Coordinator plays a critical role in ensuring that high-quality mental health care is provided to all inmates as needed within the jail setting. The Mental Health Coordinator will appropriately manage and supervise early intervention assessments of inmates at reception in the jail to determine risks for self-harm or other mental health concerns or crisis. They will work in collaboration with the jail administration, medical, and mental health providers, and others to ensure effective and efficient services, programs, and activities for jail inmate patients, as well as those transitioning to the community or other correctional facilities. Provides guidance to staff, including training and collaborative feedback regarding inmate mental health care needed for successful outcomes with inmates impacted by severe trauma and other mental health difficulties. Performs other related duties as required.

QUALIFICATIONS:

Education: A bachelor's degree, in Social Work, Psychology, Counseling, or Behavioral Science, or considered with extensive correctional mental health experience, although a bachelor's degree is preferred.

Experience: Minimum of at least two years of working with justice-involved populations or working in a correctional setting.

- Experience the coordination and administration of mental health services and delivery systems.
 - Coursework and professional experience that is commensurate with knowledge of management/ supervision techniques, mental health counseling, group and individual psychotherapy, diagnosis and treatment of major mental health disorders, and/or psychological evaluation techniques.
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Licenses: Active State of Ohio licensure to practice as a mental health professional (e.g., LSW, LISW, LPC, LPCC). Must have or obtain CPR certification, and any or certifications (e.g., First Aid) required.

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)

Duties

- Administers mental health services, including assessments, evaluations, and therapeutic interventions.
- Conduct case management and coordinate treatment activities to meet successful inmate mental health outcomes.
- Collaborate with other professionals, court staff, and jail supervision to ensure comprehensive care and support for inmates
- Coordinates the develop, collaborate, and implement policies related to mental health services, ensuring compliance with state and federal regulations and standards, and those of certification entities.
- Work closely with mental health staff and deputy staff to ensure that all incarcerated individuals are being seen, evaluated, and cared for.
- Consults with medical and mental health authorities.
- Trains and provides orientation for new mental health employees.
- Assures that all mental health employees on the team receive required and beneficial training to achieve objectives.
- Coordinates the orientation of new inmates into Behavioral Health programs and necessary treatment.
- Coordinates a system of assessment to determine risks and needs related to diagnosis and other anti-social factors, including addiction and trauma.
- Communicates with clinicians, team members, staff, and inmates on a variety of subjects.
- Observes unusual, decompensating, and/ or potentially dangerous behaviors or situations that need to be clinically addressed and reported



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to the jail's security staff.

- Coordinates with medical and mental health to document in the electronic medical records system to detail services, activities, and treatment related to cognitive-behavioral assessments.
- Writes or approves narrative reports on mental health jail related incidents and shares with the security as needed and appropriate policy and procedures.

KNOWLEDGE, SKILLS AND ABILITIES (* Indicates developed after employment)

KNOWLEDGE OF: Advanced knowledge and understanding of evidence-based practices for treating severe mental illness, crisis intervention (suicide prevention), and trauma-informed care in a jail setting.

ABILITIES: Ability to deal with many variables and determine specific action; understand a variety of written and/or verbal communications; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgement and discretion; develop and maintain effective working relationships

SKILLS: Skill in conducting intake assessments, developing treatment plans, and coordinating care between the jail and community providers.

DRAFT

**COUNTY OF SUMMIT
CLASSIFICATION/COMPENSATION PLAN**

03/2026

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|---|---|--------------|---|
| 2 | 8 | 35125 | Safety Coordinator (00-146, 4-12-00) |
| 3 | 7 | 35225 | HWAP/Rehab Administrator (4-2007) |
| | | 37000 | OPERATION GROUP |
| 1 | 1 | 37021 | Student Helper |
| | | 38000 | SURVEY TECHNICIAN/INSPECTIONS GROUP |
| 3 | 7 | 38007 | Surveyor |
| | | 40000 | SECURITY/LAW ENFORCEMENT GROUP |
| 2 | 3 | 40004 | Veterinary Technician (6-12-06) |
| 2 | 5 | 40005 | Chief Deputy Dog Warden |
| 2 | 7 | 40007 | Dog Warden |
| 2 | 4 | 40021 | Emergency Management Specialist 1 |
| 2 | 5 | 40022 | Emergency Management Specialist 2 |
| 3 | 6 | 40025 | Emergency Management Coordinator (03-117, 03-18-03) |
| 2 | 4 | 40031 | Crime Prevention/Community Relations Officer |
| 3 | 5 | 40041 | Mental Health Coordinator – SHF |
| 2 | 4 | 40063 | Jail Registration Supervisor |
| 2 | 4 | 40075 | Sheriff Deputy Cadet (22-311, 10-17-22) (24-283, 11-18-24) |
| 2 | 3 | 40076 | Security Specialist - DJFS (99-797, 1-26-00) |
| 2 | 5 | 40078 | Security Specialist - DJFS (99-797, 1-26-00) |