



City of Milford  
Mental Health Clinician  
Pay Grade: 9

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**Employment Status:** Full- Time

**FLSA Status:** Exempt

**Experience Required:** At least two (2) years' experience assessing risk for suicidal or homicidal behavior. At least two (2) years' experience providing assessment of and services to those who are experiencing a behavioral health crisis. At least two (2) years' of experiencing using behavioral health techniques to motivate human behavior and lessen related symptoms. Must pass pre- employment testing for substance abuse and criminal background.

**Minimum Education Requirements:** Master's Degree in Behavioral Health field (Social Work, Counseling, Psychology, Behavioral Science, or similar field). Not to exclude licensed mental health professionals but licensure is not required.

**Direct Supervisor:** Police Chief

**Supervisory Responsibility:** Manage and supervise part-time contracted mental health clinicians.

**Primary Work Location:** Police station, in/around the city and wherever Milford Police Department encounters an individual in need of behavioral health support.

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**Job Summary:** The Mental Health Clinician provides referrals to services, crisis intervention, case management, and brief behavioral health treatment for community members who come into contact with law enforcement.

The Mental Health Clinician upholds the City's mission, vision, and values through ethical conduct, community stewardship, initiative, and responsive service. Demonstrates leadership, technical, and management skills through effective communication, teamwork, decision-making, and accountability.

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**Supervision Received:** Work is performed under the general supervision of the Chief of Police.

**Essential Job Functions:** An employee in this position may be called upon to do any or all of the following essential duties:

- **Community Engagement & Policing Collaboration:** Works alongside police patrol staff on a rotating basis to engage safely and effectively with community members.
- **Supervision & Recruitment:** Supervises part-time contracted mental health clinicians on an ongoing basis and actively recruits, interviews, onboards, and trains new clinicians as needed.
- **Crisis Intervention:** Performs crisis intervention techniques to assist law enforcement in safely de-escalating critical situations.
- **Client Assessment & Referral:** Identifies clients in need of mental health and/or substance use treatment and completes referrals to appropriate treatment facilities.
- **Case Management:** Conducts case management tasks to help clients reduce recidivism.
- **Diversion & Collaboration:** Collaborates with police to divert persons with behavioral health needs from the criminal justice system by referring them to suitable services.
- **Documentation & Confidentiality:** Maintains thorough and confidential documentation of all interventions and interactions.
- **Victim Advocacy:** Provides victim advocate services, including counseling for crime victims and witnesses, along with other clinically appropriate support.
- **Training Coordination:** Coordinates and delivers training for police personnel on behavioral health needs and provides community education on available resources.
- **Community Training and Outreach:** Coordinates community naloxone trainings as needed, collaborating with community partners to educate the public and support Narcan



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distribution efforts.

- **Safety Evaluation:** Evaluates clients for community safety, identifying homicidal and suicidal tendencies, as necessary.
- **Legal Documentation:** Completes Involuntary Commitment paperwork for persons with mental conditions when clinically appropriate.
- **Liaison Functions:** Acts as a liaison among clients, behavioral health providers, community stakeholders, and law enforcement.
- **Community Events:** Attends community events as needed.
- **Professional Development:** Participates in training and continuing education as required.
- **Other Duties:** Performs related work as assigned.

**Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:**

An employee in this class must have the following knowledge, skills, and abilities upon application:

**Knowledge**

- Crisis intervention techniques and de-escalation tactics.
- Clinically appropriate judgment encompassing a variety of behavioral health approaches.
- Laws, ethics, and regulations governing the treatment of behavioral health clients.

**Skills**

- Able to understand written and oral communication, as well as effectively communicate and document tasks.
- Able to oversee difficult situations and work in a fast-paced ever- changing environment.
- Able to maintain a professional demeanor even in challenging and demanding times.
- Able to sustain an impartial mindset and collaborate effectively with multiple parties.
- Able to prioritize and complete tasks in an efficient manner.
- Able to complete quality work in a variety of situations.

**Abilities**

- Utilizes evidence-based behavioral health practices.
- Analyzes situations and adopt quick and effective solutions.
- Maintains public and personal safety.

**Signatures / Date**

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

Chief of Police:

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Employee:

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Human Resources Director:

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