



Job Analysis

JOB TITLE Involuntary Commitment Specialist I

JOB CLASSIFICATION Involuntary Commitment Specialist

DOT TITLE Community Worker (related) **DOT NUMBER** 195.367-018

DEPARTMENT Community & Human Services

DIVISION Mental Health, Chemical Abuse and Dependency Services

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 28 + 10 on-call

CONTACT'S NAME & TITLE Jo Ellen Watson, Involuntary Commitment Coordinator

CONTACT'S PHONE 206 263-8918

ADDRESS OF WORKSITE 401 5th Suite 400 Ave. Seattle, WA. 98104

VRC NAME: Craig Bock, M.A., CRC

DATE COMPLETED: January 7, 2004

VRC NAME: Jeff Casem, M.A., CRC

DATE REVISED: 2-29-08

WORK HOURS: 24/7 coverage; 9 hours 20 minutes per full time shift; 37.5 hours per week; Generally 4 shifts in a week (day, swing and/or night); days on then days off. Flex time. Patterns of referrals are most at late afternoon and evenings. 7:40am – 10:30pm phone lines open.

OVERTIME (Note: Overtime requirements may change at the employer's discretion) Required, between 5 and 200 hours per year, as dictated by court appearances, staff meetings, shift coverage and emergencies.

JOB DESCRIPTION

Within King County's Crisis and Commitment Services section, provides crisis services, evaluation, and investigation of adults and juveniles alleged to have a mental disorder that is gravely disabling and/or causing them to be a danger to themselves or others. Makes decisions as to whether or not these persons should be involuntarily committed under RCW 71.05 and 71.34 and coordinates case movement through the legal system. Also facilitates voluntary psychiatric hospitalization and other less-restrictive alternatives. Alternates between: triaging incoming phone calls; working with a partner to meet with patients in person at their residences, in jails, and any other locations within King County where services are needed; and providing services on-site at King County hospitals.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.

5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

A master's degree in social work, behavioral sciences, or a related field, and at least two years of experience in the direct evaluation and treatment of persons with mental illness under the supervision of a mental health professional; or an RN with two years of experience in the treatment of persons with mental illness. A valid Washington State Drivers license and a pre-employment physical are required. Must be able to work varied shifts in a high stress environment; be physically able to enter and rapidly exit residences throughout King County, and be able to write extensive documentation. Union Membership is required within 30 days of hire.

ESSENTIAL FUNCTIONS

1. Provides crisis outreach services throughout King County which includes emergency on-site visits anywhere they are necessary. This typically occurs with a co-worker or a law enforcement official and involves traveling with and without a vehicle and using a cell phone.
2. Investigates allegations and gathers evidence.
3. Conducts clinical evaluations, and decides in accordance with State laws if psychiatric hospitalization is needed or if a referral to other resources is appropriate.
4. Prepares witness statements, serves subpoenas, and testifies at court hearings.
5. Completes required legal forms, reports, and case notes documenting investigation activities, phone calls, and time spent on cases. This occurs out in the field as well as in an office.
6. Coordinates the processing of involuntarily committed individuals through the legal system.
7. Takes incoming calls, triages them, and issues assignments to co-workers.
8. Provides on-site hospital screening services.
9. Attends staff meetings and mandatory trainings.
10. Contacts 911 in cases of emergency.

NON-ESSENTIAL FUNCTIONS

1. May administer basic emergency medical aid.
2. May drive patients to their homes.
3. May participate in committees.
4. Shares kitchen and vehicle clean-up responsibilities with staff.
5. May provide training to other agencies.

PERSONAL PROTECTIVE EQUIPMENT USED: Latex gloves, masks with face shields, body fluid clean-up kits, whistles, booties, sanitary spray cleaner, and antimicrobial waterless hand wash.

OTHER TOOLS & EQUIPMENT USED: Vehicle (automatic), vehicle emergency kits, cell phone, pager, computer, fax, photocopier, voice recorder, 7-8-line telephone, pens and pencils, note pads, forms, and a backpack or shoulder bag of the individual's choice.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time
Rarely = may occur less than 1% of the time
Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

This job is classified as:

*Light—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds of force and one or more of the following apply; walking and standing to a significant degree, sitting and pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

* Exception: The takedown of violent individuals for self-defense may be necessary should the need arise. May need to assist a person up from the floor on a rare occasion.

Standing

Health Care Provider initials if restricted _____

Occasionally to frequently on flat/stable surfaces for 15-45 minutes at a time up to 4-6 hours in a shift. Most commonly occurs while waiting for ambulance or police to arrive at an individual's home and or place of residence.

Walking

Health Care Provider initials if restricted _____

Occasionally to frequently on flat/stable/unstable surfaces for distances of up to 6 blocks up hill to get to Harborview Hospital location for up to 4 hours per shift. Most commonly occurs while on field and hospital duty. Longest stretch of walking 15-20 min. minutes.

Sitting

Health Care Provider initials if restricted _____

Occasionally to continuously on chair/car seat for 30-45 at a time for up to 2-6 hours total in a work shift. Most commonly occurs while screening and driving car; up to an hour.

Climbing stairs

Health Care Provider initials if restricted _____

Occasionally for 15-20 minutes at a time while climbing stairs for up to 2 hours total in a work shift. Most commonly occurs while walking up to Harborview and at varying field locations.

Bending neck up

Health Care Provider initials if restricted _____

Occasionally to Frequently for 30 minutes at a time for up to 2-6 hours total in a work shift. Most commonly occurs while screening, talking with people that come by, looking at the dispatch board and driving.

Bending neck down

Health Care Provider initials if restricted _____

Occasionally to Frequently for 30 minutes at a time for up to 2-6 hours total in a work shift. Most commonly occurs while screening, completing intakes, writing reports and driving.

Bending/Stooping

Health Care Provider initials if restricted _____

Occasionally on various surfaces for 1-10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while getting in and out of cars; building an informational packet from form rack; accessing files; talking with patients while interviewing (e.g. they are laying down or in an awkward position.)

Kneeling

Health Care Provider initials if restricted _____

Occasionally on various surfaces for 1-10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while getting in and out of cars; building an informational packet from form rack; accessing files; talking with patients while interviewing (e.g. they are laying down or in an awkward position). Rarely change a tire or install or remove chains.

Squatting

Health Care Provider initials if restricted _____

Occasionally on various surfaces for 1-10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while getting in and out of cars; building an informational packet from form rack; accessing files; talking with patients while interviewing (e.g. they are laying down or in an awkward position). Rarely change a tire or install or remove chains.

Crawling

Health Care Provider initials if restricted _____

Only in an emergency (e.g. fire) if at all.

Operating Controls with Feet

Health Care Provider initials if restricted _____

Frequently to Continuously for 30-45 at a time for up to 4-7 hours total in a work shift while driving.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Rarely for 1 minute at a time up to 1 hour total in a work shift while accessing files.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Rarely for 1 minute up to an 1 hour total in a work shift while accessing files.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Rarely for 1 minute up to an 1 hour total in a work shift while accessing files.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Rarely for 1 minute up to an 1 hour total in a work shift while accessing files.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Continuously for seconds at a time for up to 7-8 hours total in a work shift. Most commonly occurs with weights of 1-5 pounds at waist-to-waist height. Files, briefcase, paper, pens, etc.

Carrying 1-10- pounds

Health Care Provider initials if restricted _____

Continuously for distances of 6 blocks for 15-20minutes at a time for up to 7-8 hours total in a work shift. Most commonly occurs with weights of 1-5 pounds at floor to waist height. Files, briefcase, paper, pens, laptop computer and printer, etc.

Lifting 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally for seconds at a time for up to 1-2 hours total in a work shift. Most commonly occurs with weights of 11-15 pounds at floor to waist height. Box of paper. Maybe total weight of files in briefcase.

Carrying 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally for 6 blocks for 15-20 minutes at time for 1-2 hours total in a work shift while moving a box of paper and while carrying thick files in briefcase.

Lifting 100+ pounds

Health Care Provider initials if restricted _____

May need to assist a person up from the floor on a rare occasion.

Pushing and Pulling

Health Care Provider initials if restricted _____

Occasionally for several inches at a time with a force of 1-5 pounds for 3-15 minutes at a time for up to 2 hours total in a work shift while filing and while driving.

Handling

Health Care Provider initials if restricted _____

Continuously while driving, writing, reviewing files, performing computer work, faxing, copying, and using the phone for 30-45 minutes at a time for up to 7-8 hours total in a work shift.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Occasionally to frequently for 15-45 minutes at a time for up to 5-6 hours total in a work shift while driving, and while using a computer mouse.

Fingering/Pinching

Health Care Provider initials if restricted _____

Occasionally for 15-45 minutes at a time for up to 3 hours per shift while completing computer use and sorting papers.

Feeling

Health Care Provider initials if restricted _____

Continuously of work items for 15-45 minutes at a time for up to 7-8 hours total in a work shift while driving, writing, using a computer, and reviewing files.

Talking

Health Care Provider initials if restricted _____

Continuously for 30-90 minutes at for up to 7-8 hours total in a work shift while interacting with co-workers, professionals, and clients. Verbal communication is a key element of this vocation.

Hearing

Health Care Provider initials if restricted _____

Continuously for 30-90 minutes at a time for up to 7-8 hours total in a work shift while interacting with co-workers, professionals, and clients.

Seeing

Health Care Provider initials if restricted _____

Continuously for 30-90 minutes at a time for up to 7-8 hours total in a work shift while interacting with co-workers, professionals, and clients.

Working with Heightened Awareness

Health Care Provider initials if restricted _____

Continuously for 30-90 minutes at a time while interacting with clients for up to 4-6 hours total in a work shift.

ENVIRONMENTAL FACTORS

Work is performed in an office and in any setting where an individual is experiencing a mental health crisis, during all hours. Clients may also be seen outdoors in varying weather.

The noise level is

HCP Initials if Restricted

Approximately 40-120 decibels with 166 decibels possible. The noise is caused by general office and neighborhood noises, with the loudest noise commonly encountered being an ambulance siren. Exposure to the sound of gunshots is possible.

Work environment may include the following exposure(s):

HCP Initials if Restricted

Outside weather	Frequently	<input type="text"/>
Non-weather related temperatures above 75 degrees	Rarely	<input type="text"/>
Wet	Occasionally	<input type="text"/>
Humidity/dampness	Rarely	<input type="text"/>
Fumes	Rarely	<input type="text"/>
Odors	Rarely	<input type="text"/>
Dusts	Rarely	<input type="text"/>
Mists	Rarely	<input type="text"/>
Gases	Rarely	<input type="text"/>
Moving mechanical parts	Rarely-never	<input type="text"/>
Vibration	Rarely	<input type="text"/>
Toxic or caustic chemicals	Rarely	<input type="text"/>
Confined spaces	Occasionally-Frequently	<input type="text"/>
Other: Weapons	Frequently	<input type="text"/>
Other: Feces, blood and other bodily fluids of humans & animals	Rarely	<input type="text"/>
Mace, pepper spray	Rarely	<input type="text"/>

POTENTIAL MODIFICATIONS TO JOB

A quiet room with a lounge chair is available for use when breaks are possible and the Involuntary Commitment Specialist is in the office.

SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of employee

Signature of employee

Date

