



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Psychologist	Opening Date: February, 7th, 2025	Application Deadline: Open until filled	Job #: 250201
Department: Sheriffs Office	Starting Salary: \$75,000-78,000/annually	Location: Bastrop, TX	Travel: Minimal

INTERNAL AND EXTERNAL JOB POSTING

Brief Job Description: Under the direct supervision of the Medical Supervisor, this position involves evaluating psychological health care needs of inmates and developing and implementing plans to meet those needs. Arranges for or provides appropriate medical treatment to inmates. Provides assessment of individual and group counseling, and crisis intervention counseling to inmates. Must be skilled in first aid and cardio-pulmonary resuscitation as well as possess thorough knowledge of the philosophy of the principles and practices of general nursing as related to the psychological needs of inmates. Must be skilled in human relations and possess the knowledge and ability to apply counseling theory, practices and procedures; some knowledge of correctional theory and practices. Must be able to write clear and concise reports, while working and communicating effectively with employees, inmates, volunteers and staff medical officer.

Knowledge, Skills and Abilities: This position requires knowledge of principles and practices of supervision of inmates, legally acceptable restraint methods as well as applicable laws as related to the operation of the agency. Must have the ability to communicate clearly and concisely, both verbally and in writing, in person and by telephone. Understand and follow verbal and written instructions, observe the actions of others and forecast those actions into future behaviors and maintain confidentiality of information encountered in work activities at all time.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent, Two (2) to five (5) years prior experience in medical care and administration; or an equivalent combination of education, training, and experience. Possess a valid Texas Driver's license and conduct business in a professional, courteous manner.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required and can be completed at:

<https://na3.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914>

Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. This position has a six month eligibility list for qualified applicants. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS
Job Description

Job Title: Psychologist

Department: Jail

FLSA Status: Non-Exempt

Reports To: Jail Doctor

Employee Name: _____

SUMMARY: Under the direct supervision of the Medical Supervisor, this position involves evaluating psychological health care needs of inmates and developing and implementing plans to meet those needs. Arranges for or provides appropriate medical treatment to inmates. Provides assessment of individual and group counseling, and crisis intervention counseling to inmates. Must be skilled in first aid and cardio-pulmonary resuscitation as well as possess thorough knowledge of the philosophy of the principles and practices of general nursing as related to the psychological needs of inmates. Must be skilled in human relations and possess the knowledge and ability to apply counseling theory, practices and procedures; some knowledge of correctional theory and practices. Must be able to write clear and concise reports, while working and communicating effectively with employees, inmates, volunteers and staff medical officer.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the Medical Supervisor, with further direction and guidance from the Jail Captain and Medical Director.

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Addresses and responds to all psychological needs of inmates, following established protocols.
2. Schedules and refers inmates to specialists, such as Blue Bonnet Trails, when necessary.
3. Collects lab samples, monitors vital signs, and treats acute psychological conditions.
4. Assists with doctor consultations related to mental health issues.
5. Orders and dispenses medications for mental health and psychological needs.
6. Documents and charts all medical care according to medical practices, departmental policies, and jail standards.
7. Assists with drug screening, TB testing, and medical emergencies, while maintaining confidentiality and providing exceptional customer service to employees and the public.
8. Performs related work or duties as assigned by supervisor.

OTHER FUNCTIONS: Performs other job-related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive

listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: Must have a valid Texas license. 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and practices of supervision of inmates;
- Legally acceptable restraint methods;
- Applicable laws as related to the operation of the agency;
- Personal Computer skills and software, including Microsoft Office;
- Professional Customer Service skills;
- Radio procedures;
- Proper English usage, spelling, grammar and punctuation;
- Standard office policies, procedures, and equipment;
- Bastrop County Sheriff's Office policies and procedures;
- Bastrop County Medical Division policies and procedures;

Ability to:

- Perform multiple tasks simultaneously in a timely manner;
- Communicate clearly and concisely, both verbally and in writing; in person and by telephone;
- Understand and follow verbal and written instructions;
- Observe the actions of others and forecast those actions into future behaviors;
- Maintain a calm and confident attitude during emergency, stressful, or critical incident situations;
- Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
- Conduct business with the public in a professional and courteous manner;
- Record, and disseminate accurate information from telephone conversations and personal contact;
- Establish and maintain effective working relationships with those contacted in the course of the job;
- Operate equipment required to perform essential job functions;
- Work independently in the absence of supervision;
- Work in a safety-conscious environment and to follow and promote good safety practices;
- Handle exposure to potentially hostile individuals;
- Maintain confidentiality of information encountered in work activities at all times;
- Recognize signs of mental illness and other psychological behavioral patterns.

Physical Demands:

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

Maintain effective audio-visual discrimination and perception needed for:

- Making observations, reading and writing, operating assigned equipment, and communicating with others;
- Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

- Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Restraining resisting individuals; Occasional climbing, stooping, crawling, squatting, and/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

- Handling stressful situations;
- Interpreting federal laws and regulations;
- Effective interaction and communication with others;
- Prepare clear and concise reports;
- Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two (2) to five (5) years prior experience in medical care and administration; or an equivalent combination of education, training, and experience.

Education:

High School diploma or GED;

Must be certified as an LVN by the appropriate State of Texas agency OR possess a bachelor's degree in a psychology related discipline from an accredited college or university.

Licensing:

Possession of a valid Texas driver's license;

Must possess or be able to obtain a Jailers License through the Texas Commission on Law Enforcement Officer Standards and Education (TCOLE).

Must be 18 years of age.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.