

**REQUEST FOR AUTHORIZATION OF
ADDITIONAL CLASSIFICATION AND RATE**

CHECK APPROPRIATE BOX
 SERVICE CONTRACT
 CONSTRUCTION CONTRACT

OMB No.: 9000-0089
 Expires: 02/28/96

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NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16 AND SUBMIT THE REQUEST, IN QUADRUPPLICATE, TO THE CONTRACTING OFFICER

1. TO: ADMINISTRATOR, Employment Standards Administration
 WAGE AND HOUR DIVISION
 U.S. DEPARTMENT OF LABOR
 WASHINGTON, D.C. 20210

2. FROM: (REPORTING OFFICE)

3. CONTRACTOR
 Webb County

4. DATE OF REQUEST

5. CONTRACT NUMBER
 70CDCR18DIG000004

6. DATE BID OPENED (SEALED BIDDING) N/A

7. DATE OF AWARD
 02/28/2018

8. DATE CONTRACT WORK STARTED 02/28/2018

9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)

10. SUBCONTRACTOR (IF ANY)
 CoreCivic


11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED)
 Detention services for Federal inmates to include custody, control, accountability, medical, and subsistence services.

12. LOCATION (CITY, COUNTY AND STATE)
 Webb County Detention Center, Laredo, Webb County, Texas

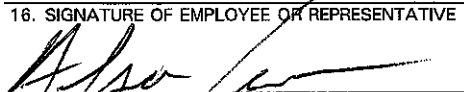
13. IN ORDER TO COMPLETE THE WORK PROVIDED FOR UNDER THE ABOVE CONTRACT, IT IS NECESSARY TO ESTABLISH THE FOLLOWING RATE(S) FOR THE INDICATED CLASSIFICATION(S) NOT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION

NUMBER: 2015-5240, Revision 5 DATED: 07/25/2017

a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLES(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY)	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS
<p>(Use reverse or attach additional sheets, if necessary)</p> <p>Proposed Classification Title: MENTAL HEALTH COORDINATOR (PRN) FGE = GS-8</p> <p>Description: The Mental Health Coordinator (PRN) plans professional mental health service programs of a non-medical nature in the facility. Coordinates and directs activities of personnel engaged in providing mental health services to inmates/residents. A complete job description is attached.</p> <p>Rationale: This position is one grade higher than the Substance Abuse Treatment Counselor position, a GS-7, in the Health Occupations category that has a required rate of \$30.23 per hour. The proposed wage rate is \$33.56 per hour, which is approximately 11% higher than the Substance Abuse Treatment Counselor rate, in accordance with the SCA Conformance Guide, Appendix C. Methodology is attached.</p>	<p>\$33.56</p>	<p>\$4.41</p>

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)

 Natasha K. Metcalf
 Vice President, Partnership Development

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE


TITLE
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CHECK APPROPRIATE BOX-REFERENCING BLOCK 13.
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TO BE COMPLETED BY CONTRACTING OFFICER (CHECK AS APPROPRIATE - SEE FAR 22.1019 (SCA) OR FAR 22.406-3 (DBA))

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12. LOCATION (CITY, COUNTY AND STATE)
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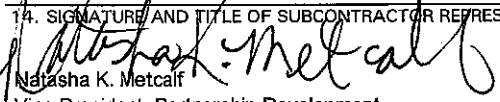
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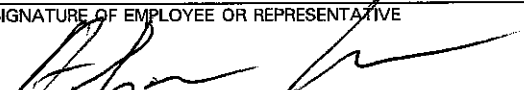
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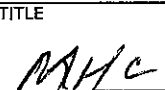
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NUMBER:	DATED:	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS
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Webb County Detention Center – 70CDR18DIG000004
Mental Health Coordinator (PRN) Conformance Methodology

The method for determining the wage rate for the proposed classification employed at the Webb County Detention Center is based on the process described in the U.S. Department of Labor Prevailing Wage Resource Book and the SCA Conformance Guide.

The work performed as described in our job description (attached) is not covered by the classifications listed in the wage determination or as described in the SCA Directory of Occupations 5th Edition. Pursuant to the guidance of the *Resource Book*, and considering the skills required and duties of the proposed classification, we determined that this position is one grade higher than the Substance Abuse Treatment Counselor position, a GS-7, in the Health Occupations category that has a required rate of \$30.23 per hour, in the applicable wage determination.

This position conducts mental health screenings and assessments to evaluate the mental health issues and needs of inmates/residents. Provides treatment to inmates/residents by developing, implementing, and modifying individual treatment plans. Administers mental status exams or uses other psychological tests and instruments as necessary to evaluate inmates' treatment, adjustment, and placement needs. This position confers with clinical staff, makes appropriate recommendations regarding behavior and mental health issues affecting inmates/residents and reviews the status of inmates/residents to verify that all treatment and therapeutic programs are completed.

This position has a greater skillset and level of responsibility than the Substance Abuse Treatment Counselor position, a GS-7. The proposed wage rate is \$33.56 per hour, which was calculated by multiplying the Substance Abuse Treatment Counselor wage rate by 1.11 to the higher grade, in accordance with the SCA Conformance Guide, Appendix C.

CoreCivic appreciates your consideration of this information and approval of the conformance request for the Mental Health Coordinator (PRN) position at the Webb County Detention Center.

Job Title	Job Code
MENTAL HEALTH COORDINATOR (PRN)	2163

Department	EEO Code	EEO Category	FLSA Status	Hours/Week	Full Time	Part Time
Various	002	P	Non-Exempt	---	N/A	X

SUMMARY:

The Mental Health Coordinator (PRN) plans professional mental health service programs of a non-medical nature in the facility. Coordinates and directs activities of personnel engaged in providing mental health services to inmates/residents.

ESSENTIAL FUNCTIONS:

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements. Any additional qualifications and/or essential job functions applicable for specific facility locations or post assignments will be contained in Appendix A.

- **Daily Mental Health Activities:**

1. Conducts mental health screenings and assessments based on review of available records, and clinical interviews with inmates.
2. As part of a mental health team, confers with other clinical staff, e.g., psychiatrists, psychologists, mental health service providers, physicians, nurses, social workers, in order to gather and provide information concerning patient psychological problems, to ensure treatment activities are well integrated, and patient care follow-through occurs.
3. Provides treatment to inmates by developing, implementing, and modifying individual treatment plans based on evaluation of needs and level of functioning.
4. Documents treatment and evaluation activities in the health care record for each person seen.
5. Consults with and makes appropriate recommendations to multidisciplinary staff (e.g., security staff, unit staff, facility management) regarding behavior and mental health issues affecting inmates.
6. Maintains strict confidentiality of sensitive materials and information at all times.

- **Regular / Weekly Mental Health Activities:**

1. Makes regular rounds in segregation or other confined housing areas to assess inmate adjustment and mental health treatment needs.
2. Demonstrates a thorough knowledge of psychological counseling theory and techniques by way of treatments and activities used for individuals in caseload.

Job Title <p style="text-align: center;">MENTAL HEALTH COORDINATOR (PRN)</p>	Job Code <p style="text-align: center;">2163</p>
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- **Other Mental Health Activities**
 1. Provides appropriate mental health assessments, counseling, and confrontation avoidance interventions to address the needs of inmates in crisis.
 2. Consults with psychiatry, mental health, nursing, medical, educational, chaplain, security staff, and others, as applicable to gather information and understanding into the reasons for the escalation of problems behaviors and changes in mental health condition of inmates.
 3. Evaluates and advocates for inmates involved in disciplinary or due process events in a way that is consistent with policy, contract requirements, and applicable accreditation standards.
 4. Administers mental status exams or uses other psychological tests and instruments as necessary to evaluate inmates' treatment, adjustment, and placement needs.
 5. Serves as a member of the institution Segregation Review panel and Special Needs Treatment Plan committee during regularly scheduled meetings.
 6. Engages in community reentry services through discharge planning and communicating with others about service needs for releasing inmates who are seriously mentally ill.

- Maintain and monitor confidentiality of inmates/resident and their files; audit files to determine that all services provided are documented; review status of inmates/residents to verify that all treatment and therapeutic programs are completed.

- Assist in supervision of inmates/residents, both within the facility and while in community activities; promote positive community relations and utilize available community services, as needed.

- Coordinate professional services provided by contract personnel, if applicable, and provide for their needs to be addressed.

- Utilize established corporate, facility and correctional policies and procedures in making decisions, but perform with a high degree of independence and professional administrative skill and use sound independent judgment in meeting the responsibilities and performing the duties of the position.

- Screen requests for non-medical records and approve/disapprove responses as appropriate following policy and procedures.

- Interpret and enforce all corporate policies and procedures, and the requirements of applicable laws, standards or contracts.

- Schedule, train, supervise and evaluate the performance of assigned staff.

<p>Job Title</p> <p style="text-align: center;">MENTAL HEALTH COORDINATOR (PRN)</p>	<p>Job Code</p> <p style="text-align: center;">2163</p>
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- Accept on call status for night, weekend and holiday coverage.
- Make recommendations concerning personnel matters such as employment, retention, promotion, and merit increases; counsel, and/or employees, after consultation with the Warden/Facility Administrator or designee.
- Communicate the responsibilities, authorities and accountability of all direct subordinates so that they are defined and understood.
- Cooperate and coordinate with the facility training manager for the delivery of required staff training programs; ensure that each subordinate employee supervised receives required training.
- Complete an annual written evaluation on all staff who are under direct supervision.
- Prepare and maintain a variety of standard narrative, statistical, summary and/or operational records, reports and logs, using appropriate grammar, to include filing, alphabetizing and labeling; review reports and records produced by staff. Properly process all reports and documents in a timely manner.
- Review, process and respond (via corporate counsel) to lawsuits; attend court hearings, when necessary.
- Read, analyze, comprehend and interpret technical procedures or governmental regulations, legal and non-legal documents, including the processing of such documents as medical instructions, commitment orders, summons and other legal writs.
- Conduct meetings of subordinate staff, attend scheduled staff meetings, promote communications and the proper flow of relevant information between administration, staff and inmates/residents.
- Communicate effectively and coherently to administration, staff, inmates/residents, visitors and the general public, particularly in situations requiring tact, diplomacy, understanding, fairness, firmness and good judgment. This includes interviewing applicants, giving information, instructions and directions, mediating disputes, advising of rights and processes and providing reliable testimony, in court and other formal settings.
- Motivate and encourage staff to perform their duties consistent with policy and procedures.
- Maintain equipment and supplies as required; order replacement items in a timely manner; process requisitions for appropriate purchases via the purchase order system.

<p>Job Title</p> <p style="text-align: center;">MENTAL HEALTH COORDINATOR (PRN)</p>	<p>Job Code</p> <p style="text-align: center;">2163</p>
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- Escort inmates/residents or coordinate the movement of inmates/residents to and from different areas.
- Initiate and complete investigations and inquiries with accuracy by gathering information and evidence, interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers; exercise independent judgment by determining when probable cause exists to recommend or take disciplinary action.
- Reliably and repetitively identify inmates/residents by visual means.
- Engage in functions in confined areas that include such things as physically checking the doors, windows and other areas to ensure they are secure.
- Endure verbal and mental abuse when confronted with the hostile views and opinions of inmates/residents and others, e.g. visitors and family members, encountered in an antagonistic environment.
- Perform rescue functions at accidents, emergencies and disasters to include administering basic emergency medical aid, physically removing people away from dangerous situations, and securing and evacuating people from confined areas.
- Apply crisis intervention techniques to include suicide prevention, recognizing abnormal behavior and taking appropriate action to prevent or diffuse potentially disruptive situations.
- Experience exposure to body fluids, wastes and experience encounter with deceased or contagious persons.
- Endeavor to comply with the requirements of applicable regulations, laws, rules, procedures, policies, standards and/or contract.
- Establish and maintain effective working relations with others and handle difficult interpersonal contacts.
- Define problems, collect data, establish facts and draw valid conclusions.
- Add, subtract, multiply and divide using whole numbers, common fractions and decimals; work with mathematical concepts such as probability and statistical reference; and apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Participate in in-service and other training programs as required.
- May be assigned the duties of any position in an emergency situation.

Job Title	Job Code
MENTAL HEALTH COORDINATOR (PRN)	2163

- Remain alert at all times and react quickly, efficiently and calmly in emergency and other high stress situations.

QUALIFICATIONS:

Graduate from an accredited college or university with a master's degree in social work, psychology, mental health counseling or a degree in a related clinical area. Five years clinical experience which includes two years in a comparable job position required. Must possess appropriate certification or licensing in the state where practice occurs. A valid driver's license is preferred, unless required by contract or applicable statute.

SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

Job Title	Job Code	Department	Hours/Week	Full Time	Part Time
Mental Health Coordinator (PRN)	2163	03	---	N/A	X

GROUP I (Number of hours in an 8-hour day)		Intermittent	Constant		
Sitting		<3			
Standing		<3			
Walking		>2			
GROUP II	Weight	N/A	Occasionally	Frequently	Continuously
Lifting up to	25		X		
Carrying up to	25		X		
Pushing up to	50		X		
Pulling up to	50		X		
GROUP III	N/A	Occasionally	Frequently	Continuously	
Squatting		X			
Bending			X		
Kneeling	X				
Reaching			X		
Twisting			X		
Crawling	X				
Ladder Climbing	X				
Stair Climbing		X			
Other Climbing - Describe:	X				
GROUP IV	N/A	Occasionally	Frequently	Continuously	
Walking on rough ground		X			
Exposure to changes of temperature or humidity		X			
Exposure to dust, fumes or gases		X			
Being near moving machinery		X			
Working from heights	X				
Exposure to Infectious Diseases		X			
Driving	X				
Mental Alertness				X	

OTHER CHARACTERISTICS:

Use of the Following Equipment:

Computer, telephone, copier, facsimile machine, typewriter and calculator.

Additional Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear.

Specific vision abilities required include close, color, distance, and peripheral vision; depth perception; and ability to adjust focus.