**Class Summary**

The responsibilities of this classification include receiving referrals from community members, clinicians, hospitals, and law enforcement, reading cases on individuals experiencing crises, and obtaining and reviewing critical information through the intake process. Incumbents will be key team members and be responsible for assisting Designated Crisis Responders (DCRs) with Involuntary Treatment Act (ITA) cases by moving referrals forward for complete investigations by DCRs.

**Distinguishing Characteristics**

This is the first level in a four-level classification series. The Involuntary Commitment Screener is distinguished from the Involuntary Commitment Specialist classification in that incumbents within the Involuntary Commitment Specialist are responsible for making legal decisions as to whether an individual will be taken into custody and involuntarily hospitalized under RCW 71.05 and 71.34.

Involuntary Commitment classifications are distinguished from other social service and counseling classifications in that incumbents work exclusively in determining the need for involuntary commitment of mentally ill adolescents and adults.

**Examples of Duties**

1. Receive and manage incoming referrals for possible involuntary treatment under RCW 71.05 and 71.34.
2. Gather information from community members and professionals and investigate the process while flagging emergent and urgent outreach needs for DCR follow-up.
3. Complete declarations for witness review, signature, and filing with the ITA Court.
4. Review and investigate orders of dismissals and civil commitment evaluations.
5. Complete shift reports in a timely and accurate manner.
6. Request pertinent patient records when applicable.
7. Participate in case conferencing by sharing relevant case information with the DCRs and other ITA screeners.
8. Work closely with DCR supervisors when reviewing hospital and outreach cases.
9. Closely monitor inquiries and route documents accordingly.
10. Systematically organize case workup and all documentation when setting up case files.
11. Review the call log to prioritize referrals, return calls promptly, ensure meticulous and thorough documentation of conversations, and reconcile the call log to the screener rack to account for all cases.
12. Create and maintain electronic health records and utilize databases and technical applications.
13. Recommend standard operating procedures related to ITA Screening.
14. Assist DCR teams in the field as needed.
15. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of RCW 71.05 and RCW 71.34 and related WACs

Skill in written and oral communication

Ability to meet work within deadlines, stay on task with frequent interruptions, and balance priorities

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Washington State Department of Health credential

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Non-Exempt |
| **Service Status** | Career Service  |
| **EEO Code** | 2 |
| **Levels within same series** | Involuntary Commitment Screener, Involuntary Commitment Specialist, Involuntary Commitment Supervisor, Involuntary Commitment Coordinator |
| **Class History** | 08/2024 - Created |