



Mental Health Court Coordinator

Mental Health Court

MHC/1

JOB SUMMARY

This position will coordinate the day-to-day operations of the Mental Health Court participants, coordinate and lead the Mental Health Court Multidisciplinary Team, and assist the Superior Court Judge in promoting the Mental Health Court program to community partners and stakeholders.

MAJOR DUTIES

- Coordinate the day-to-day operations of the Mental Health Court participants with the treatment provider(s)
- Join the Judge in serving as the public face of the Mental Health Court to the community
- Facilitate pre-court staffing; attend and assist with all Mental Health Court hearings
- Participate with all team members in the development of the forms necessary to process cases in the Court
- Maintain confidential files for all Mental Health Court clients
- Act as liaison between the participants, the Judges, probation officers, attorneys, treatment providers and others when communication is needed between hearings in order to maintain the 10 Key Components of Accountability Courts
- Monitor the provision of services to all Mental Health Court participants
- Facilitate the referral process for potential participants and the orientation process for new participants
- Maintain data collection that is reported quarterly to the state
- Assist the Director in monitoring expenditures throughout the fiscal year
- Update contracts with treatment providers and any other contractors for the Mental Health Court program
- Comply with grant requirements, including quarterly reimbursement requests, budgets, and programmatic requirements (Bi-annual program certification, Peer Reviews, Coordinator trainings...etc.)
- Train and supervise the work of the Case Manager to ensure all guidelines for the program are being followed and to ensure proper information is being reported to the team
- Apply for and manage funding for the Mental Health Court program, and comply with any funding requirements by the county, state, or federal funding source(s)
- Organize graduation ceremonies and other program events (Sober Fun Activities, Staff Retreat, Policy Meetings...etc.)
- Maintain close communication with surveillance officers and drug screeners to ensure participants have regular supervision and drug screening
- Report any issues to the team by text or email in a timely manner
- Work with various county offices to include Superior Court, State Court, Public Defender, and any other potential referral sources in an effort to provide substance abusing offenders the most effective treatment regimen available
- Maintain regular communication with Clinical Case Manager and Treatment Providers and ensure that assessment information is maintained in the database
- Assist participants in community resourcing – i.e. assistance applying for housing or disability benefits
- Enforce incentives and sanctions imposed by the Superior Court Judge
- Maintain records of Team Members' training and/or credentials and assist Team in getting training annually, including the Annual Conference
- Coordinate the Accountability Courts Advisory Board, including scheduling regular meetings
- Complete other duties as assigned by the Accountability Court Director, Judges, County Administrators/County Commissioners, the CACJ, or funders.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of criminal court processes and procedures.
- Knowledge of accountability court principles.
- Knowledge of substance use disorders and mental health disorders.
- Knowledge of program guidelines and related state, federal, and local laws.
- Knowledge of program and budget management principles.
- Knowledge of grant management principles.
- Knowledge of case management principles.
- Skill in the use of computers and job-related software programs (Internet, Word, Excel, PowerPoint)
- Skill in establishing priorities and organizing work.
- Skill in training and supervising staff.
- Skill in problem solving.
- Skill in interpersonal relations.
- Skill in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Judge assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include Council of Accountability Court Judges of Georgia guidelines, Mountain Judicial Circuit Drug Court policies and procedures, the participant handbook, the National Association of Social Workers Code of Ethics, grant requirements, and county policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. The unique nature of each case contributes to the complexity of the position.
- The purpose of this position is to coordinate court programs. Successful performance contributes to the provision of effective treatment programs.

CONTACTS

- Contacts are typically with co-workers, other county employees, judges, elected officials, law enforcement personnel, attorneys, treatment providers, parents, other professionals in the field, and the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate persons, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while standing or walking. The employee occasionally lifts light and heavy objects, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office. The employee may be exposed to contagious or infectious diseases or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over other staff and other contracted personnel.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of graduate studies in a professional or administrative occupational field of criminal justice, psychology, social work, or counseling.
- Experience sufficient to thoroughly understand the work of subordinate positions
- Possession of a valid Driver's License.
- Strong oral and written communication and presentation skills.
- Knowledge of substance abuse treatment and experience working with high-risk population.
- Knowledge of program evaluation and data analysis, with demonstrated ability to exercise logic, sound judgment, and advocacy.
- Occasional overnight travel within or outside the state.

PREFERRED QUALIFICATIONS

- Crisis intervention training or substance use certification preferred
- One-year experience in public sector program management, including budgeting preferred
- At least one-year experience in supervisory position preferred