

JACKSON COUNTY

MENTAL HEALTH/DIVERSION COURT COORDINATOR

Overview

Supervised by Mental Health Court Judge. Is available to all applicants/ participants for purposes of answering questions. Will interact routinely with Court therapist and other Health providers for purposes of routing reports and obtaining medical information. Will attend all Treatment Team and Court sessions. Responsible for extensive data collection along with issuance of interim tracking reports for Court and SCAO.

Description of Essential Functions

- 1) Serves as liaison between Mental Health Evaluator/ Prosecutor's office for purposes of admitting/rejecting misdemeanor diversion candidates.
- 2) Serves as liaison between evaluator and participants who are applying for non-diversion Mental Health Court.
- 3) Conducts program orientation with new participant. Assists participants with questions and concerns about the program.
- 4) Serves as compliance probation officer for diversion participants who are not on formal probation through the 12th District Court Probation Department.
- 5) Attends all bi-weekly treatment team, quarterly planning committee and Court sessions.
- 6) Collects and submits data to SCAO for purposes of tracking participants.
- 7) Generates and distributes reports to the Treatment Team concerning participant's current status.
- 8) Assist in the drafting of the Mental Health Court policy and procedures manual.
- 9) Assist in the preparation of grant requests.
- 10) Assist in the accounting for the expenditure of funds.
- 11) Organizes/ coordinates training for the Treatment Team.
- 12) Cooperates effectively with probation department, medical care providers and community partners, along with all Jackson County Court and their support staff.
- 13) Purchases and tracks the distribution of incentives to participants.
- 14) Organizes the annual graduation ceremony for those who have successfully completed the program.
- 15) All other duties as directed by Mental Health Court Judge.

Compensation

Contract duration is 10/1/09 through 9/30/10. This assumes funding and approval of program by relevant County Departments. Funding is anticipated through a grant between the Mental Health Court/Lifeways and SCAO/ Michigan Department of Community Health.

This position is that of an independent contractor. Individual selected is not a Court or County employee.

Rate of pay is \$25.00 per hour; work week is set at 25-40 hour. There are no benefits.

Employment Qualifications

Education: Minimum of an Associates degree or equivalent in criminal justice, substance abuse, mental health or related area.

Experience: Three years experience in probation, Mental Health or law enforcement related capacity. Prefer some experience in an administrative support capacity.

Other Requirements: Must be able to be deputized.

FLSA Status: Non- exempt.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards but as general guidelines that should be considered along with other job related selections or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access courtroom.

Ability to access the court location.

Ability to access various locations throughout the County.

Ability to physically restrain individuals.

Working Conditions:

Regular contacts with persons charged and/or convicted of criminal offenses. Ability to access client and other departmental files.