



POSITION VACANCY ANNOUNCEMENT

Position: Mental Health Coordinator (PT)
Posting Date: January 29, 2019
Starting Salary: \$15.00

Department: Accountability Court
Closing Date: February 12, 2019
FLSA Status: Non-Exempt

Job Summary:

This position will coordinate the day-to-day operations of the Felony Drug Court with the treatment provider and join the Judge in serving as the public face of the Mental Health Court Hearings.

Major Duties:

- Coordinate the day-to-day operations of the Felony Drug Court with the treatment provider
- 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 files on 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 and staffing
- Will monitor the provision of services to all Mental Health Court participants
- Insure that each participant considered for participation in the Mental Health Court program receives an informational brochure and addresses any questions they may have
- Will communicate with various members on the team the names of potential participants so that the agencies can get together any information they may have prior to staffing
- Maintain data collection and assist in the preparation of an annual budget in monitoring expenditures throughout the fiscal year
- Train and supervise the work of the Mental Health Court Case Manager to ensure all guidelines for the program are being followed and to ensure proper information is being reported to the team
- Monitor the scheduling of random drug screens for each participant and will monitor participant compliance with those screenings and will record and report screen results at staffing to the Mental Health Court team
- Apply for and manage funding for the Mental Health Court program, and will comply with any grant requirements
- Organize graduation ceremonies
- Be responsible for keeping participant spreadsheet up to date with current addresses and schedules
- Report any problems to the team 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
- Complete follow-up LSIR's on every participant and will record that information on Quarterly Output Reports
- Is responsible for completing quarterly output reports for CACJ and quarterly reimbursement requests for CJCC
- Complete other duties as assigned by the Accountability Court Director, Judges, County Administrators/County Commissioners, the CACJ, or any grantors

Minimum Qualifications:

- Knowledge and level of competency commonly associated with the completion of graduate studies in a professional or administrative occupational field of psychology, social work, 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:

- Certified substance abuse counselor preferred.
- One-year experience in public sector program management, including budgeting preferred
- At least one-year experience in supervisory position

The successful candidate must pass a Background/Reference Check, and Pre-Employment Drug Screenings prior to the start of employment.

Habersham County is an Equal Opportunity Employer.

To Apply: All applicants must complete a Habersham County Employment Application. An application can be submitted online or downloaded from our website www.habershamga.com. You may also submit your application to the Human Resources Department, Administration Building (Located on the 1st floor in the Old Courthouse), 555 Monroe Street, Clarkesville, GA 30523. For more information please call (706) 839-0214.