

CONTRACTUAL OPPORTUNITIES

DESCRIPTION

Type: Independent Contractor
Department: Juvenile Mental Health Court
Location: Lincoln Hall of Justice, 1025 E. Forest, Detroit, MI
Contract Term: Through September 30, 2019
Hours: 20 hours per week
Rate: \$16.14 per hour
Posting Period: January 29, 2019 – Until Filled

QUALIFICATIONS, EDUCATION and/or EXPERIENCE

- Bachelor's degree from an accredited college or university in the any of the following fields; Social Work, Counseling, Psychology, or Criminal Justice.
- One (1) year of case management experience.
- Excellent interpersonal and verbal communications skills for dealing with clients, the Court, and law enforcement authorities.
- Excellent written communication skills for preparing reports and recommendations.
- Good knowledge of community resources.
- Ability to remain calm and use good judgment in difficult situations.

SCOPE OF SERVICES

Under the general supervision of the Juvenile Mental Health Court Coordinator, the Independent Contractor provides case management support (advocacy, linkage, and support for Juvenile Mental Health Court participants). The principal responsibilities of this position include, but are not limited to, the following:

1. Makes weekly phone contact with participants and parents, and documents the contacts in the computer database.
2. Identifies potential agency partners throughout Wayne County.
3. Maintains program files, files and sorts data by alpha/numeric sequence.
4. Maintains contact with treatment team regarding participants' compliance with therapy and medication.
5. Establishes program statistics and provides weekly, monthly and quarterly reports for the program.
6. Reports and records client progress
7. Attends trainings as scheduled by the Program Coordinator.
8. Schedules drug screens.
9. Provides oral testimony as required.
10. Prepares court documents as assigned.
11. Performs other duties as assigned.

FOR CONSIDERATION

Submit cover letter and resume at www.3rdcc.org under the Contractual Opportunities link.

APPLICANTS CONSIDERED FOR PLACEMENT AS AN INDEPENDENT CONTRACTOR WITH THIRD JUDICIAL CIRCUIT WILL BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION, PHYSICAL EXAMINATION, INCLUDING DRUG SCREEN.

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