

42nd Circuit Court, Midland County

MENTAL HEALTH PROGRAM COORDINATOR

THIS POSITION IS GRANT FUNDED AND IS 20 HOURS PER WEEK

Under the supervision of the Mental Health Judge, is responsible for all aspects of the administration and coordination of services of the Mental Health program. Performs all administrative functions necessary for the maintenance of the program including grant writing, billing, submitting specialized reports, data tracking and other duties required for the overall sustainability of the program. Responsible for entry and maintenance of all data in the Drug Court Case Management Information System (DCCMIS).

Bachelor's Degree in social services, criminal justice, or related field and some prior experience in criminal justice and related program administration. A valid Michigan Vehicle Operator's License. Knowledge of the principles and practices of criminal justice services and case management. Knowledge of the principles and practices of grant funding administration and compliance. Some knowledge of the principles and practices of the State of Michigan court system, procedures, statutes, and judicial administration.

Knowledge of basic court proceedings and procedures, accounting principles and procedures, writing and applying for grants, analyzing data, performing program evaluations, and maintaining detailed and accurate records. Strong skills in proofreading, reviewing forms, documents, and reports.

Current salary range starting at \$23.50/hr progressing to \$30.57/hr (7 year progression) with a competitive fringe benefit package.

Submit a resume and Midland County Application to: Midland County Human Resources 220 W. Ellsworth Street, Midland, MI 48640 or email HR@co.midland.mi.us. You can obtain an application from our website at:

Application deadline: Until filled