

1st DISTRICT COURT - MONROE COUNTY
Mental Health Recovery Court Coordinator

Department: 1st District Court

Wage Grade: Rye-12
\$23.99 to 27.51 top of Grade

FLSA Status: Non-Exempt

Affiliation: Non-Union

Overview:

Under the direction of the Mental Health Recovery Court Judge, will interact extensively with all treatment providers, county agencies and other courts. Provides administration and overall coordination of interdisciplinary action for the MCMHRC requiring independent judgment and decision making. Maintains the policy, procedure and programming for the MCMHRC and will be responsible for extensive data collection in compliance with the Court and all SCAO minimum data requirements and entry of the same into the Drug Court Case Management Information System (DCCMIS).

Essential Functions: *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily]*

- Serve as primary point of contact for all participants and treatment team members comprised of the mental health court judge, a district court probation officer, representative from the Monroe Community Mental Health Authority (MCMHA), a prosecuting official and a defense attorney
- Act as a liaison between Mental Health Recovery Court, the other Monroe County courts and Monroe County treatment agencies
- Serve as the initial point of contact for all new referrals to the MCMHRC. Including coordinating the completion of the application process for prospective participants such as the MCMHRC referral forms, screening and interviewing the participant and executing the participation agreements, criminal justice consent to release information forms, MCHMRC Court referral forms and Advice of Rights forms
- Maintain a policy and procedure handbook for both participants and team members in compliance with any statewide guidelines, generally accepted best practices, and special needs and resource of the local jurisdiction
- Collect and submit data in compliance with SCAO tracking requirements, including the Drug Court Case Management Information System (DCCMIS)
- Ensure the accreditation of the MCMHRC, including the comprehensive overview of the certification process and compliance with SCAO site visits. May develop statistical reports using the Drug Court Analysis System (DCAS)
- Schedule and attend all treatment team meetings and necessary court review sessions

- Compile information on participant compliance with conditions of the MCMHRC participation and ensure it is accurately communicated to and considered in the treatment team meetings, including preparation of case compliance and progress summaries for the MCMHRC hearings
- Responsible for drafting all grant applications, preparing regular reports in the management of the grant and providing accurate record keeping
- Assist in the budget preparation for the MCMHRC, including all contracts with treatment providers and vendors, and/or any needs from the local funding unit with the Court Administrator and maintaining the annual grant budget, including quarterly reimbursements requests
- Periodically organize meetings of community stakeholders to identify new participant resources
- Work closely with the MCMHRC probation officer to ensure participant compliance and progress
- May facilitate understanding and resolution of conflicts that may arise in operations of the MCMHRC
- Organize graduation ceremony for participants that have successfully completed the MCMHRC program
- Promote the MCMHRC by education public officials, relevant professional organizations, the media and the community at large
- Maintain membership on the MCMHA Consumer Advisory Council and the Michigan Association of Treatment Court Professionals (MATCP)
- Identify training resources and educational events for all members of the MCMHRC
- Ensure compliance with all Federal confidentially policies and procedures (i.e. HIPPA)
- All other duties as directed by the MCMHRC Judge

EMPLOYMENT QUALIFICATIONS: *[The qualifications listed below 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 selection or promotional criteria.]*

Education & Experience:

A minimum requirement of a bachelor's degree in criminal justice, social work, psychology, public administration or related human services field with five (5) years of relevant experience. A master's degree in criminal justice, social work, psychology, public administration or related human services field with three (3) years or relevant experience preferred.

Other Requirements:

- Must sign a Monroe County Court Employee model code of conduct.
- Valid driver's license

Knowledge of:

- Structure of the Michigan Trial Court System and criminal justice system
- Michigan Court Rules and local, state and federal laws
- Best practices in Mental Health and Substance Abuse

- Monroe County resources available and necessary to the specific needs or persons in a Mental Health Court
- Human behavior and performance, individual differences in ability, personality and interests; learning and motivation abilities, basic assessment of behavioral and affective disorders
- Relevant equipment, court/county policies, procedures and strategies to promote effective local operations for the protection of people, data, property and institutions
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar

Preference for knowledge of:

- Judicial Information System (JIS)
- Drug Court Case Management System (DCCMIS)
- State grant coordination and management(WebGrants)
- Drug Court Analysis System (DCAS)

Skill in:

- Accurate data collection and active listening with court users and/or employees.
- Communicating the order of the Court and conveying the importance of compliance to established procedures.
- Attention to detail and persistence in follow-up matters with court users and/or employees.
- Training others in established workflows.

Ability to:

- Apply and combine pieces of information to form general rules or conclusions to produce answers that makes sense.
- Handle confidential information with great sensitivity.
- Work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Communicate information and recommendations in writing so others will understand.
- Recognize issues that interfere with the ability to meet and maintain performance expectations and address them.
- Recognize the needs and concerns of the Court when dealing with court users, employees or others.
- Communicate effectively both orally and in writing.
- Work independently and set priorities to meet deadlines and to also work well in a team environment
- Understand and follow oral and written instructions

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 departmental files.
- Ability to enter and retrieve information from a computer.

- Ability to access all areas of the Courthouse.
- Vision to read printed materials and a computer screen.
- Hearing and speech sufficient to communicate in person or over the telephone.
- Ability to climb, bend, stoop, lift 20 lbs, carry, push a cart and work in a normal office setting and use standard office equipment including a computer.
- Possession of a valid driver's license.
- May need to drive a County or personal vehicle in the course of the work.

Working Conditions:

- Works in office conditions.
- May be in regular contact with persons charged and/or convicted of criminal offenses.
- May have occupational exposure during the performance of job duties.

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