

JOB DESCRIPTION

MENTAL HEALTH PROGRAM COORDINATOR

The job of the Mental Health Program Coordinator ("Coordinator") is to establish, develop, manage and monitor the County Attorney's Alternative Resolution Program for persons with significant mental health issues who have been charged with low level crimes. In this Program prosecution may be suspended in order to treat their mental illness and, if successful, result in dismissal of the criminal case. The Coordinator will gather data make recommendations to prosecutors as to the suitability of defendants for participation in the Program. For those admitted to the Program, the Coordinator will coordinate mental health treatment for them and connect them to mental health services, monitor and report their progress, and make recommendations to the prosecutor to dismiss or resume the criminal case. Overall, the Coordinator will seek to achieve the purposes of the Alternative Resolution Program of reducing recidivism, improving the mental health of individuals, enhancing community safety, and saving the County money, both by reducing recidivism and the number of defendants ordered into costly Rule 11 restorations to competency.

MINIMUM QUALIFICATIONS

Preferred Master's Degree with major course work in Clinical Psychology, Social Work, or a similar field. A minimum of (3) years of professional experience in a criminal justice setting, and a minimum of one (1) year experience in a mental health setting with specific experience in pre-qualification of services and contact with mental health providers. Experience working and developing programs for rural communities. Or, an equivalent combination of education and experience that provides the desired knowledge, skills and abilities of this classification. Some knowledge of HIPAA. Travel to all courts is required. Must possess and maintain a valid Arizona driver's license.

SPECIAL REQUIREMENTS: This position requires fingerprint clearance and a detailed criminal background check.

TYPICAL DUTIES (Illustrative Only)

- be a point of contact and primary liaison with prosecutors, defense attorneys, other Cochise County departments, mental health, medical providers, and other community stakeholders;

- develop and maintain positive, collaborative relationships with mental health treatment providers, health care providers, shelter providers, transportation providers, and detox centers;
- document and promptly submit program expenditures;
- help plan, schedule, implement/lead activities/events designed to support the Alternative Resolution Program;
- knowledge of and the ability to utilize community resources available for diagnosis, treatment, supervision, and support of the defendant;
- manage and maintain information regarding referrals in a database, which can be used to track the success of the mental health diversion program, including the number of Rule 11 motions, hearings, psychiatric examinations, restorations to competency and costs that have been avoided due to the program;
- prepare monthly and annual reports and track program statistics;
- provide initial screening and engagement with referred individuals;
- provide outreach and engage with referred individuals to help facilitate defendant engagement with the assigned case manager, and track the success of individual defendants whose prosecutions have been suspended;
- review medical documents;

KNOWLEDGE, SKILLS & ABILITIES

- ability to find solutions for issues that defendants may have;
- ability to review defendants' medical and criminal histories;
- ability to understand how the criminal justice system works;
- knowledge of AHCCCS and SMI requirements;
- ability to make decisions on required non- medical requirements for program success;
- ability to understand what a person needs while they may be in a crisis or in a less than optimum state of health.; must be able to effectively communicate

with the defendant, and act as the go-between with them and doctors, other medical staff, and providers;

- maintain patience with people who may have trouble communicating or understanding;

GOOD KNOWLEDGE OF

- legal terminology;
- medical terminology;
- HIPAA;
- modern office practices and procedures; business English, spelling, punctuation, and grammatical usage;
- possess general knowledge of both the Misdemeanor and Felony process;

GOOD SKILL IN

- accounting functions;
- data collection and analysis;
- establish and maintain an effective working relationship with employees, other agencies and the public;
- operating standard office machines;
- organizing and managing case file;
- plan work and work independently;
- preparing summaries of the case for appropriate parties;
- the use of Word/data processing systems;

ABILITY TO

- attend necessary staff meetings, program related meetings, workshops, seminars, training, and conferences;
- communicate effectively both orally and in writing;

- establish and maintain effective working relationships with employees, other agencies, and the public;
- maintain confidentiality;
- plan, organize, develop and deliver training programs;
- travel frequently within the County, and outside of the County, as required

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. While performing the duties of this classification, the employee is regularly required to sit; stand; walk; use hands, or feel objects, tools, or controls; reach with hands and arms and talk and hear. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift or move up to 50 pounds. Specific vision abilities required by this classification include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. While performing the duties of this classification, the employee regularly works in an office environment with a low noise level. The employee occasionally works in outside weather conditions.