

Mental Health Court Resource Coordinator Tompkins County

Department: Mental Health Department
Classification: Competitive
Labor Grade: White Collar Grade 14
Approved: Leg. Action 12/2018
Revised: 6/21
By: RP, Commissioner of Human Resources
BBP Risk Factor: At Risk

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree **AND** two (2) years of satisfactory full-time paid (or the equivalent part-time) experience performing behavioral health* casework with a recognized public or private agency adhering to accepted professional standards; **OR**

(b) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree **AND** possession of a Credentialed Alcoholism and Substance Abuse Counselor (CASAC) certification **AND** four (4) years of satisfactory full-time experience performing behavioral health* casework with a recognized public or private agency adhering to accepted professional standards; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** possession of a Credentialed Alcoholism and Substance Abuse Counselor (CASAC) certification **AND** six (6) years of satisfactory full-time experience performing behavioral health* casework with a recognized public or private agency adhering to accepted professional standards; **OR**

(d) Any combination of education, training and experience equal to or greater than that described in (a), (b) or (c) above.

***NOTE:** Behavioral health casework is defined as experience working directly with clients who have mental health, substance abuse and/or dual diagnosis issues. Other types of casework may not be qualifying. Please make your mental health and/or substance abuse casework experience clear as you complete your application for employment.

Tompkins County is committed to Equity and Inclusion. We encourage others with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The Resource Coordinator works in a New York State Unified Court System "problem solving court." The Resource Coordinator is responsible for establishing and maintaining relationships with community partners and treatment and service providers. The Resource Coordinator acts as a liaison between the court and treatment providers, case managers, attorneys, law enforcement, court clerks and all relevant stakeholders. The Resource Coordinator prepares written reports, updates computer programs, maintains case files, and identifies referral sources. The Mental Health Court Resource Coordinator reports directly to the presiding judge of the Mental Health Court on a day-to-day basis and directly to the Deputy Commissioner of the Tompkins County Mental Health Services Department. The Resource Coordinator is expected to exercise considerable autonomy and independent judgment when carrying out the duties and responsibilities of the position. The Resource Coordinator may also perform other related duties as required to support and expand the scope of this alternative to incarceration program.

TYPICAL WORK ACTIVITIES: The activities below are illustrative and are intended to describe the general nature and level of work being performed by the person assigned to this title. They do not necessarily include all job duties performed by employees in the title, and every position does not necessarily require the performance of all duties.

- Coordinates the implementation and operation of a Unified Court System approved Ithaca Wellness and Recovery Court (IWRC) which serves appropriately assigned misdemeanor and felony defendants;
- Works with stakeholders to create and implement a Felony mental health court; serves as the coordinator for this part;
- Acts as a liaison between the court and treatment providers, case managers, attorneys, law enforcement, court clerks and all relevant stakeholders;

- Establishes and maintains effective working relationships with judges, community partners, probation, law enforcement, treatment providers and service providers;
- Serves as the courtroom representative for court participants;
- Conducts an eligibility assessment (inclusive of a brief psychosocial report) for defendants referred to Ithaca Wellness and Recovery Court to determine eligibility and appropriateness for participation;
- Reviews case files and client progress in order to make recommendations to the Judge;
- Reviews participants progress and determines the adherence to therapeutic plans;
- Provides direct care to participants on a one on one basis to address barriers, provide additional skills and/or brief crisis intervention;
- Monitors and updates case status for each participant;
- Updates and maintains participants records in multiple databases;
- Meets with attorneys regarding their clients, to provide information and an overview of IWRC;
- Oversees the completion of all required reports and compliance related paperwork;
- Creates statistical reports for submission to community stakeholders, County Legislature, NYS Office of Court Administration, and grant funders;
- Provides ongoing information to court staff and team regarding programmatic issues;
- Creates, reviews, and implements updates to, program forms and documents;
- Performs agency site visits;
- Prepares or assists in the development of grant applications;
- Investigates and implements new methods for engaging and assisting IWRC Participants;
- The incumbent will perform all other duties and responsibilities as required to meet the operational needs of the courts.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge and understanding of the criminal justice system in New York State;
- Extensive knowledge of and familiarity with mental health systems and programs in New York State;
- Thorough knowledge of mental health assessment and treatment, chemical dependency assessment and treatment;
- Extensive knowledge of the rights of individuals with mental health, drug use or dual diagnosis;
- Extensive knowledge of the mental health court and drug treatment court operations;
- Thorough knowledge of Federal, State, and local social service law and programs;
- Extensive knowledge of local community service agencies, requirements for service and their programs;
- A high level of tact, courtesy, good judgement, and problem solving required to support participants and the Court team;
- High interpersonal skills needed to establish and maintain effective working relationships with elected officials, judges, the Local Government Unit, attorneys, defendants/participants, other court related staff, treatment and service providers and stakeholders;
- Ability to analyze information and data and incorporate results into written reports and presentations to Legislature, sub-committees/advisory boards, community and other stakeholders;
- Considerable ability to counsel individuals in the areas of economic, social, emotional and vocational issues;
- Considerable ability and resourcefulness in addressing crises of court participants;
- Considerable autonomy with strong ability to independently interpret guidelines, define priorities, solve problems, and make decisions with general supervision;
- Ability to plan, facilitate, and organize pertinent trainings for the court team;
- Excellent computer and organizational skills are necessary to coordinate this program;
- Grant writing experience is desirable;
- This work involves tight deadlines and frequent changes to priorities;
- This work involves interaction with participants that may be in distressing situations;
- The employee's physical and mental condition shall be commensurate with the demands of the position;
- Other duties and responsibilities may be required to meet the operational needs of the courts.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

Physical

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal except for the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The job involves considerable visual effort. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen to perform the essential functions of this job. The employee's hearing must be sufficiently acute to enable him or her to hear, understand give and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job, either with or

without reasonable accommodation.

Mental

The work routinely involves moderate demands from unpredictable fluctuations in work volume, frequent interruptions, regular changes in work priority and occasional rush orders and/or conflicting deadlines as the incumbent strives to meet the needs of the Court. This work requires frequent exposure to distressing human situations.

Environmental

Environmental factors include the ability to work cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature-controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job. Risk of injury or illness is minimal. The employee may at times be asked to drive to get to remote locations, or otherwise demonstrate the ability to meet the limited transportation requirements of this job.

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