

## **Position Description:**

**Mental Health Resource Center**, a comprehensive mental health center and Joint Commission accredited organization, is seeking a **Forensic Case Manager** to join its team in the Jacksonville Area.

The Forensic Case Manager is responsible for monitoring and assisting individuals involved in the criminal justice system who exhibit serious impairment due to mental illness. The focus of the position is on serving individuals under court supervision adjudicated Incompetent to Proceed or Not Guilty by Reason of Insanity consistent with Florida Statute 3.212 and Rules of Criminal Procedure 916. The Forensic Case Manager's goal is to enhance the independence, autonomy and quality of life of the individual served, while ensuring compliance with all judicial requirements to ensure public safety.

Some of the responsibilities of the position include but are not limited to:

### **Case Management Services:**

- Develops, in conjunction with the individual served, family members, service providers and significant others, a general strategy to utilize strengths and address weaknesses identified through close monitoring and assessment.
- Advocates for services and resources. Links individuals with necessary social services, as well as those ordered by the courts. Helps coordinate the delivery of services as specified in the service plan. Monitors and evaluates effectiveness and the individual's satisfaction with services.
- Assists Psychiatrists and Advanced Registered Nurse Practitioners during medication management. Assists in monitoring medications for effectiveness and side effects.
- Facilitates the acquisition of and continuance in the least restrictive environment available.

### **Forensic Services:**

- Monitors mentally ill individuals in jail at risk for commitment to the department pursuant with Chapter 916, F.S. Advises the court evaluators and the attorneys of treatment alternatives for appropriate felony offenders including civil diversion and conditional release. Monitors the progress of persons in jail and/or community-based competency programs.
- Maintains close working relationships with the judicial assistants in the circuit, the Office of the Public Defender, the Office of the State Attorney and the Clerk of the Courts Office. Develops a system for early notification of orders appointing experts and orders of commitment.
- Assists as a resource person to the community case managers, state hospital staff, SAMH staff and jail/correctional personnel, on an as needed basis in matters involving forensic persons.
- Completes regular risk assessments and monitors compliance with the conditional release plan to ensure public safety.
- Prepares written reports for the court, including placement plans, progress reports, violation reports and other correspondence.
- Provides competency restoration services.

### **Maintains required contact with individuals served:**

- Contacts individuals served face-to-face in their environment twice monthly.
- During contacts, assesses mental health status, needs in the community, and functioning level.

### **Assures the accuracy, completeness and confidentiality of clinical records:**

- Documents or requests documentation of past medical, psychiatric, substance abuse and social history for each individual.

- Ensures treatment plans contain all required services and signatures.
- Maintains, current, accurate and comprehensive information in each record to include all activities, contacts and communications on behalf of the individual served.
- Monitors and documents progress or lack of progress in the community hospital.
- Updates or reassesses service plans in order to better accomplish goals and objectives of the treatment and conditional release plans.
- Assesses and monitors for risk, symptoms of trauma, and indications of abuse, neglect and/or abandonment. Uses appropriate reporting mechanisms.
- Completes required reports in a timely and accurate manner.

***Additional Lead Forensic Case Manager Responsibilities:***

*All Forensic Services*

- a. Assists with follow up to the Court and attorneys on diversions and other cases as assigned.
- b. Follows up on issues that arise with attorneys on problematic cases.
- c. Provides consultative support to the case managers in all the forensic programs (i.e. consultation on court reports, submitting violations, coordination with the Court and attorneys, and locating resources).

*Forensic Case Management Program Only*

- a. Reviews, tracks status of, and assigns new cases of individuals placed on conditional release plans.
- b. Staffs difficult cases with the Forensic Case Managers to develop a plan of action.
- c. Ensures the Forensic Case Managers are up to date on service notes.
- d. Ensures the Forensic Case Managers meet all deadlines.

**Position Requirements:**

In order to be considered, candidates must have a Bachelor's degree from an accredited university or college with a major in Psychology, Counseling, Criminal Justice or a related Human Services field (a related Human Services field is one in which major course work includes the study of human behavior and development) **and** 1 year of experience working with adults with mental illness required.

Must be eligible for enrollment as an Adult Case Manager by the State of Florida.

Must be a Certified Behavioral Health Case Manager (CBHCM) through the Florida Certification Board within eighteen (18) months of start date.

Must complete the FARS certification within one (1) month of start date.

Strong communication skills are essential and this individual must be able to interact appropriately with internal and external customers, including individuals served, families, caregivers, community service providers, supervisory staff and other department professionals.

Proficiency in Microsoft Office, Outlook and use of the Internet are required.

Forensic Case Managers use their personal vehicles daily to provide services, which may include transporting individuals served. Forensic Case Managers are considered frequent drivers and must comply with the MHRC vehicle driver requirements.

Frequent drivers must have a valid driver's license and no more than 8 points on their license for any combination of violations. The State of Florida designates MHRC as unable to be the primary automobile insurance provider for frequent drivers, but may provide secondary coverage.

For the safety of frequent drivers, they must provide evidence of automobile liability insurance coverage equal to or exceeding \$200,000 combined single limits or \$50,000/\$100,000/\$50,000 limits.

**Position Details:**

This position is a Full Time Days position: Monday through Friday.

***This full time position offers a comprehensive benefits package.***