

## **Position Description:**

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

The Forensic Services Team Leader Ensures quality management of forensic services to include case management, early diversion, forensic community monitoring, treatment-focused alternatives to incarceration, court and forensic State Mental Health Treatment Facilities (SMHTF) coordination for individuals adjudicated, or at risk of being adjudicated, as Incompetent to Proceed (ITP) or Not Guilty by Reason of Insanity (NGI) under Florida Statute, Chapter 916, or individuals with mental illness at risk of incarceration.

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

- Supervises the direct operations of forensic case management, early diversion, and MHRC mental health court.
- Implements established policies and procedures by incorporating evidence-based practices as a component of service provision to meet criminal justice requirements that ensures public safety and assists individuals to achieve stability and establish a path for recovery.
- Ensures required services are provided and progress is monitored for individuals referred to or enrolled in the forensic program under F.S. Chapter 916 while in jail, community-based programs, or forensic state mental health treatment facility.
- Monitors the provision of competency restoration services when provided by a forensic case manager.
- Reviews documentation to ensure timely and appropriate services to the individuals served, that meets State requirements and MHRC Medical Records Standards.
- Monitors staff productivity and direct services to ensure quality services and compliance with standards.
- Assesses and screens individuals for diversion, forensic or mental health court services.
- Advises court evaluators, attorneys, and judges regarding treatment alternatives for individuals with appropriate felony charges or repeated arrests who have a mental illness.
- Ensures information on participant compliance with conditions of mental health court participation is accurately communicated to and considered in team progress staffings, including preparation of case compliance and progress summaries for court status hearings.
- Ensures use and compliance with the current Participant Handbook for mental health court.
- Ensures accurate files are maintained of court actions related to each participant.
- Monitors the progress of individuals in jail and/or community-based competency programs.

## **Position Requirements:**

In order to be considered, Bachelor's degree from an accredited university or college with a major in counseling, social work, psychology, criminal justice or a related Human Services field (a related Human Service field in on in which major course work includes the study of human behavior or development) and five years' experience working with adults experiencing serious mental illness. One year supervisory experience preferred.

**OR**

Master's degree from an accredited university or college with a major in counseling, social work, psychology, criminal justice or a related Human Services field (a related Human Service field is one in which major course work includes the study of human behavior or development) and three years' experience working with adults experiencing serious mental illness. One year supervisory experience preferred.

Must become certified as a Behavioral Health Case Manager Supervisor within sixteen months.

Proficiency in the RBHS/MHRC Electronic Health Records (EHR) and Patient Information System demonstrated within three months of employment.

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

Must meet Frequent Drivers requirements, including a valid Florida driver's license, and insurance coverage equal to or exceeding 50,000/100,000/50,000 split limits.

**Position Details:**

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

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