

## **Position Description:**

**Mental Health Resource Center** is seeking a Mental Health Court Case Manager in Jacksonville.

The Mental Health Court Case Manager is responsible for monitoring and assisting individuals involved in the criminal justice system who exhibit impairment due to mental illness and/or co-occurring disorders. The focus of the position is serving individuals under court supervision via a deferred prosecution agreement monitored through Mental Health Court.

The Mental Health Court Case Manager's goal is to enhance the independence, autonomy and quality of life of participants, while ensuring compliance with all judicial requirements to ensure public safety.

The essential functions of the Mental Health Court Case Manager 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.
- Learns as much as possible about the culture of individuals served and recognizes the influence his/her own background has on his/her understanding and response to cultural differences when interacting with individuals.
- Advocates for services and resources. Coordinates efforts to identify community resources and organizes efforts to provide a full continuum of needed services including mental health, substance abuse treatment, vocational services, housing options, healthcare, family services, community supports and ongoing recovery support services, as well as those services 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.
- Provides collateral information to and participates in the individual's treatment team. Assists in monitoring medications for effectiveness and side effects.
- Facilitates the acquisition of and continuance in the least restrictive environment available.

### **Mental Health Court Services:**

- Monitors individuals participating in Mental Health Court. Advises the court, attorneys, and treatment team of treatment and service alternatives. Monitors the progress of persons in jail and/or in community-based programs and provides regular updates to the court.
- 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.
- Assists as a resource person to community case managers, Managing Entity staff, and jail/correctional personnel on an as needed basis in matters involving Mental Health Court.

- Completes regular risk assessments and monitors compliance with the deferred prosecution agreements to ensure public safety.
- Prepares written reports to the court, including placement plans, progress reports, violation reports and other correspondence.
- Compiles information on participant compliance with conditions of Mental Health Court requirements and assures it is accurately communicated to and considered in the treatment team's progress staffing, including the preparation of compliance and progress summaries for court status hearings.
- Attends and participates in weekly Mental Health Court staffing's and court hearings.
- Maintains accurate documentation in the record for each Mental Health Court participant and their compliance with court requirements and their progress in Mental Health Court.
- Provides competency restoration services as requested by the court.
- Maintains required contact with individuals served
- Assures the accuracy, completeness and confidentiality of clinical records.
- Assesses and monitors for risk, symptoms of trauma, and indications of abuse, neglect and/or abandonment. Uses appropriate reporting mechanisms.

**Position Requirements:**

In order to be considered, candidates must have a Bachelor's degree in Psychology, Social Work, Counseling, Criminal Justice or a related Human Services field from an accredited university or college (a related Human Services field is defined as one in which 30 hours of course work includes the study of human behavior and development) required.

One year experience working with individuals with severe and persistent mental illness, substance abuse, or criminal justice system.

Must complete the required Person to Person Case Management training within three months of employment and obtain a valid certification as Certified Case Manager from the Florida Certification Board within 6 months of employment.

Each member of the Mental Health Court team must meet MHRC/RBHS vehicle driver requirements, to include a valid Florida Driver's License, automobile insurance coverage equaling \$200,000 and no more than eight points on their license for any combination of violations.

Must demonstrate proficiency in the MHRC Electronic Health Records (EHR) and Patient Information System demonstrated within three months of employment.

Proficiency of Microsoft Office Programs and the use of the Internet.

Must maintain a minimum of 75% direct service as demonstrated through productivity reports.

Each employee contributes to the completeness and confidentiality of clinical records by ensuring documentation, paperwork and system entries meet internal and external guidelines for content, accuracy and timeliness.

**Position Details:**

This is a Full Time position.

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