

**Superior Court of California,
County of Solano
Job Announcement**

**MENTAL HEALTH/DIVERSION COURT
COORDINATOR - .5 FTE
RECRUITMENT # 2017-03**

Salary: \$29,993.60 annually

CLOSING DATE: May 19, 2017

Job Definition

Under general direction, coordinates the functions of the Mental Health Court program, interacts routinely with Mentally Ill Offender Crime Reduction Program (MIOCR) staff and other health providers in routing reports and obtaining participant and program information, attends program meetings and court sessions, collects data and prepares reports for the court, justice partners and funders. Ensures program operates in compliance with all regulations. This position is half-time (.5FTE) and grant funded and continues so long as funding is available. The position is Exempt under the Fair Labor Standards Act.

Essential Functions (Core Competencies), including, but not limited to:

- Planning, implementing, administering and monitoring the day-to-day activities of the Mental Health Court.
- Serving on the Mental Health Court team.
- Directing and maintaining accounting and auditing activities with respect to grant funds.
- Assisting in writing grant proposals; planning and preparing budget estimates and justifications, as needed.
- Coordinating and approving expenditures for the Mental Health Court.
- Organizing and coordinating training for Mental Health Court team members.
- Maintaining cooperative relationships with treatment agencies, community organizations/businesses, the Probation Department, District Attorney's Office, Public Defender's Office, law enforcement, and the Department of Health and Social Services
- Attending and participating in conferences, meetings and committees as the Mental Health Court representative.
- Attending case staffings and court hearings.
- Consulting with the Collaborative Courts Manager and Mental Health Court Judge on a wide range of organizational and managerial issues including, but not limited to, Mental Health Court efficiency, internal and external quality assurance.
- Monitoring Mental Health Court case management services.

- Facilitating community presentations, assisting in program development, coordinating community service, promoting team integrity, developing community resources, monitoring quality assurance, developing agendas, collecting data, and working closely with the program evaluator.
- Developing necessary forms, including memoranda of understanding and contracts of services.
- Creating interagency links to address clients' ancillary needs in areas of culture, age, gender, medical and mental health provisions.
- Preparing reports to court, state and county agencies.
- Acting as liaison to manage and coordinate the Mental Health Courts with participating agencies and program participants.
- Communicating effectively orally and in writing.
- Exercising a high degree of judgment, tact, diplomacy and competence in dealing with judges, attorneys, court personnel, treatment providers, law enforcement, community resources, and the public.
- Acting as a representative on various committees associated with mental health, drug courts, chemical dependency and treatment issues.
- Performing other related work, as required by business needs. (Reasonable accommodation will be made when requested and determined by the Court to be appropriate under applicable law.

Knowledge, Skills, and Abilities – The successful applicant will possess the following (KSAs):

Knowledge of:

- Court procedures and practices;
- Legal documents;
- State laws and statutes related to mental health courts;
- Project management;
- Habits and actions of people with mental health and substance use disorder diagnoses;
- Programs and resources available for mental health, substance abuse, and related issues;
- Grant or report writing skills; and
- Basic functions of Outlook, Word, and Excel or similar software.

Ability to:

- Understand and interpret laws, regulations, and policies applicable to Mental Health Court program operations and assure compliance;
- Make decisions and independent judgments;
- Demonstrate tact and diplomacy;
- Collect and analyze data to establish/identify needs, evaluate program effectiveness and/or draw logical conclusions and make appropriate recommendations;
- Prepare narrative and statistical reports;
- Proofread grant proposals and other materials;
- Establish and maintain effective working relationships with judges, court employees, supervisor and peers, justice community partners, and the general public;
- Organize and prioritize work assignments;
- Make arithmetical and statistical calculations;

- Use proper grammar, spelling, and punctuation;
- Research regulations, procedures and/or reference materials relating to Mental Health Court programs;
- Communicate effectively with people of diverse socio-economic backgrounds and temperaments;
- Meet deadlines;
- Use excellent oral and written communication skills; and,
- Maintain confidentiality of information.

Educational and Work Experience Requirements

- Possession of a Bachelor's degree from an accredited college or university in criminal justice, sociology, social work or closely related field AND
- Three (3) years of experience in probation, mental health, court, or law enforcement-related capacity.
- Completion of at least 60 units in criminal justice, sociology, psychology, social work or closely related field from an accredited college or university AND
- Five (5) year of experience in probation, mental health, court or law enforcement-related capacity.

Desired Qualifications

- Experience in an administrative capacity

Special Requirements

- May be required to possess or obtain by appointment date a valid California driver's license issued by the State Department of Motor Vehicles.
- Must be willing to work outside regular business hours, as needed.
- Must be willing to travel, as needed.

Physical Requirements and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, pinch, pull objects or controls; reach with hands and arms; may climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must routinely lift and/or move up to 10 pounds and to occasionally lift and/or move up to 45 pounds and access tight spaces. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Work environment:* While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time..

Normal business hours for this position: To be determined within Monday through Friday, 8:00 a.m. to 5:00 p.m.

Benefits Packages

Solano Superior Court employees are valued. The court offers an excellent benefit package:

- CalPERS retirement (specific benefit determined pursuant to the Public Employee Pension Reform Act of 2013);
- Participation in Social Security, Medicare and State Disability Insurance.
- Medical insurance (plans offered by CalPERS), dental insurance (HMO & PPO plans), and vision insurance with generous employer contribution toward premium;
- Supplemental retirement plan (457 deferred compensation plan through CalPERS);
- Flexible spending account for qualifying medical, dependent care or transportation expenses;
- Basic life insurance at no cost to employee; employees may purchase additional life insurance for self and dependents;
- Sick leave earned at approximately 12 days per year.
- Vacation earned at approximately 10 days per year, increasing to 15 days per year after 3 years, to 20 days after 10 years and 21 days after 20 years.
- Floating holiday of 2 days per year (may be prorated first year)
- Employee assistance program available at no cost to employee for self and dependents.
- Longevity pay after 10 years.

Recruitment Process

To be considered for this position, job applicants are required to submit:

- A completed official court application; and
- A completed supplemental application.

An application screening committee will review application packets. Applicants who are successful in the application packet-screening phase will move on to the next phase. A panel will conduct an oral interview. The panel will review and assess the degree to which each applicant demonstrates the required knowledge, skills, and abilities.

Eligible job applicants will be notified by phone or letter of the date and location prior to scheduling for the examination. An eligible list will be established, and referred to in filling future vacancies, up to six months after completion of this recruitment process. The court reserves the right to re-recruit rather than select individuals from the eligible list. Reference and background checks are required.

Official application forms and supplemental questionnaire are available on the court's Web site, www.solano.courts.ca.gov or application forms may be picked up from the court's human resources department in the Executive Office at 600 Union Avenue, Fairfield. Applications may be mailed to the Court at PO Box 2465, Fairfield, CA 94533 or dropped off at the court at Executive Office (3rd Floor), in the Hall of Justice at 600 Union Avenue, Fairfield, CA 94533. **All applications must be received** by close of business on the final filing date. Faxes or postmarks and submissions by e-mail are not accepted.

Supplemental Application
for
Mental Health/Diversion Court Coordinator
Recruitment # 2017-03

INFORMATION AND INSTRUCTIONS

To acquire knowledge of your education, experience and training, the first phase of the selection process for this position will be a review of your application and supplemental application. The information you provide on the court's official application and supplemental application will be used to evaluate your overall qualifications for this position. Based on the results of this evaluation process, candidates will be invited to participate in the interview.

Using this supplemental application, you are required to describe your training and experience that qualify you for this position. You are to provide explicit, but concise, statements in response to each section. It is your responsibility to ensure that information you deem important to your candidacy is included in your responses. **Your response to each question is limited to the space provided on the page provided for each question.** In responding to each question, describe ***your own experience***. Do not list the functions of the unit in which your position was located. Do not list the responsibilities of the person to whom you reported. If you have assisted your supervisor or a lead staff person in carrying out functions or responsibilities, clarify how you assisted, and define the degree of authority you exercised.

Both the official court application and the supplemental application must be typed or legibly printed. **Résumés or referrals to a résumé in lieu of a response on this questionnaire are not acceptable.** Applicants submitting illegible or incomplete application packets will be disqualified from consideration.

CERTIFICATION

I certify that all statements made in this supplemental application were written by me are true and complete, and I understand that any misstatement of material fact(s) will subject me to disqualification.

Applicant Signature: _____ **Date:** _____

Mental Health/Diversion Court Coordinator
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1. Please provide a brief description of your related educational and work experience that is relevant to the position for which you are applying. *(Provide the names and the city and state location of any colleges you have attended and be specific in describing your duties and the length of time you carried out these functions. Limit applicable comments in response to this question to this page.)*

Mental Health/Diversion Court Coordinator
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2. Attach a writing sample, of your own work, not to exceed five pages.

STOP!

DID YOU REMEMBER TO:

- 1. Sign the application?**
- 2. Sign and attach the supplemental application?**
- 3. Include your Equal Employment Opportunity Questionnaire? This information is used for statistical purposes only.**