

MENTAL HEALTH COURT SUPERVISOR

GENERAL STATEMENT OF DUTIES: Performs a wide variety of legal duties in the Genesee County Mental Health Court program; Supervises clerical and paraprofessional staff; Works under the direction of the Probate Court Administrator and Presiding Probate Judge; Performs related duties as required.

STATEMENT OF TASKS:

Supervises and coordinates the work effort of the staff in the Mental Health Court program;

Coordinates the preparation and maintenance of various documents in accordance with established guidelines;

Works closely with the District and Circuit Court Judges and staff and Genesee County CMH in developing and formulating reports;

Prepares grants for submission including budget preparation;

Prepares quarterly reports for grants;

Prepares policies and procedures for Mental Health Court;

Prepares budget for Mental Health Court;

Assists with the development of offender treatment plans;

Act as liaison to the Genesee County CMH (Genesee Health System), District and Circuit Courts, and Treatment Providers to assist with the development of cooperative projects related to Mental Health Court;

Prepares daily court calendar and related documents for a Mental Health Court Judge;

Assists with general office duties;

Conducts and performs legal research and follow-up as required.

Organizes and attends pre-court team status meetings for all Mental Health Court hearings;

Develops data collection protocol for the use in evaluation of Mental Health Court and ensures accuracy and timeliness of all data collected;

Assists with the development of offender treatment plans;

Represents Mental Health Court at various public speaking engagements;

Oversees various other projects as required.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the court system;

Knowledge of mental health, mental illness, and substance abuse and addiction;

Knowledge of community resources used in the offender's treatment plan;

Knowledge of legal terminology;

Knowledge of methods and procedures used in keeping fiscal accounts and records;

Knowledge of a variety of software programs related to the development of a database to operate and evaluate Mental Health Court program;

Ability to understand and follow complex oral and written directions;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (cont.):

Ability to communicate effectively orally and in writing;
Ability to make decisions in accordance with laws, ordinances, regulations
and policies;
Ability to plan and maintain accurate records;
Ability to work effectively with various court officials and defendants;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Business Administration, Public Administration, or a Social
Science field and three (3) years of experience in the field of criminal justice, problem-
solving courts, or other social sciences;

-OR-

Master's degree in Business Administration, Public Administration, or a Social Science
field and one (1) year of experience in the field of criminal justice, problem-solving
courts, or other social sciences; AND one (1) year of administrative or supervisory
experience related to the delivery of mental health services.



Human Resources Director

Established: June 1, 2020