



MENTAL HEALTH COORDINATOR JOB DESCRIPTION

Job Title: **Mental Health Alternative**

Coordinator

Pay Grade: **19**

FLSA: **Exempt**

Job Code: **SC146**

Effective Date: **September 2017**

Revision Date: **September 2017**

NATURE OF WORK

Under general supervision of the Superior Court Administrator, administers the Mental Health Alternative on behalf of the Lewis County Superior Court; provides case management services to program participants; conducts a variety of community outreach functions; manages the Mental Health Alternative's administrative operations; prepares grant applications and administers grant funding; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Develops, implements, coordinates, and evaluates the effectiveness of the County's Mental Health Alternative Programs.
- Directs the development and maintenance of program standards, operating procedures, and rules. Researches and implements new programs.
- Coordinates and participates in the weekly Mental Health Alternative staffing. Works closely with local providers to monitor participant compliance with required behavioral healthcare treatment.
- Works closely with assigned deputy prosecutor to establish and maintain program admission criteria and screening process.
- Works closely with Superior and District Court Judges to establish and administer the Program's mission, goals, and objectives.
- Works closely local social service providers to ensure individuals are receiving wrap-around support they need.
- Monitors and ensures the County's compliance with applicable grant/contract funding and reporting requirements.
- Develops and administers community support for the Mental Health Alternative; Deliver program information and objectives to service organizations and community agencies.
- Prepares press releases and/or other public relations and program marketing materials.
- Creates and maintains the Program's data collection system; compiles and analyzes statistical data.
- Provides care coordination to Program participants; identifies and provides referrals to clients; coordinates the delivery of interagency services.
- Documents the progress of participants in the program and completion of Program requirements; analyze results to program goals and objectives. Monitors for Program compliance in conjunction with local law enforcement when appropriate.
- Research and implementation of current local, regional, and national trends pertaining to Mental Health Alternative operations.
- Prepares and maintains program records, reports, and documentation.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in and around community as necessary including behavioral facilities and in the field when conducting home and office visits; subject to sitting, standing, walking, bending, reaching, and lifting of objects up to 25 pounds.

EMPLOYMENT STANDARDS:

Associates Degree; AND three (3) year's program development and outreach experience.

A valid Driver's License is required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Mental Health Alternative programs, policies, and procedures.
- Regulations and standards governing behavioral healthcare programming.
- Principles and practices of case management.
- Grant administration principles and program funding sources.
- Program records, reports, and documentation.
- Current trends and developments pertaining to Mental Health Alternative operations.

Skills in:

- Developing, implementing, and administering court programs.
- Providing supervision/probation services
- Providing care coordination services.
- Coordinating the delivery of interagency services.
- Performing a variety of community outreach and public relations functions.
- Administering Program contracts and grant funding.
- Establishing and maintaining effective working relationships with other staff, County officials, outside agencies, community organizations, and the general public.
- Communicating effectively verbally and in writing.