



ASSISTANT PROGRAM COORDINATOR - MENTAL HEALTH COURT PROGRAM JOB DESCRIPTION

Job Title: **Assistant Program Coordinator**

Mental Health Court Program

Pay Grade: **119**

FLSA: **Non-Exempt**

Job Class: **XXXX**

Effective Date: **March 2024**

Revision Date: **May 2024**

NATURE OF WORK

Under general supervision, provides case management services to program participants; conducts a variety of community outreach functions; promotes community awareness of Therapeutic Court issues; presents education materials and outreach services for at-risk populations; 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.*

- Assist the Mental Health Court Program Coordinator in case management duties.
- Attends staffing court proceedings.
- Work with and assist volatile clients during time of crisis via personal meetings or phone conversation.
- Develops and facilitates community support for the Mental Health Court Program; conducts community outreach activities and coordinates promotional events.
- Provides care coordination to Program participants; identifies and provides referrals to clients; coordinates the delivery of interagency service.
- Maintains program files on clients, assuring client confidentiality at all times; assists clients with community program application process.
- Documents client service delivery in program reports as required.
- Assists in compiling and maintaining records, reports, and statistical information.

Job Title: Assistant Program Coordinator - MHCP

Job Class: XXXX

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and off-site environments, including community locations and treatment facilities; work involves light physical demands and frequent use of a personal computer and lifting of objects up to 25 pounds.

EMPLOYMENT STANDARDS:

Associates Degree or CDP or equivalent; AND two (2) years' experience working with high-risk populations. A valid Driver's License is required. Specific technical training and certifications may be required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- MHCP programs, policies, and procedures.
- Applicable laws and regulations covering public health programs.
- Community service agencies and other governmental assistance programs.
- Principles of record keeping and records management.
- Program records, reports, and documentation.
- Business and personal computers, and standard software applications.

Skills in:

- Interacting with people of all social, economic, cultural, and ethnic backgrounds.
- Maintaining accurate records.
- Operating a personal computer utilizing standard and specialized software.
- Following verbal and written instructions.
- Performing a variety of community outreach and public relations functions.
- 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.