

# **TAZEWELL COUNTY BEHAVIORAL HEALTH COURT COORDINATOR**

## **JOB DESCRIPTION**

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The Tazewell County Commonwealth's Attorney's Office with the County of Tazewell is currently seeking qualified applicants for the position of Behavioral Health Docket Coordinator. This position is responsible for planning, implementing and mentoring the day-to-day activities of the Behavioral Health Docket (BHD) to ensure compliance with key components of Behavioral/Mental Health Courts and best practice standards.

### **ESSENTIAL DUTIES**

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

The Behavioral Health Docket Coordinator is responsible for overseeing the BHD docket and resources, grant writing, maintaining individual files on participants, compiling statistical data and guiding or participating in the program evaluation, contract management, preparation and management of BHD dockets, and soliciting community support through education and other linkages in an effort to enhance services available to the participant.

Duties include:

- **Developing, implementing and administering the goals, objectives and procedures for the BHD program. Ensuring adherence to program policies and procedures;**
- **Ensuring program effectiveness and success, creating interagency linkages to address clients' ancillary needs in the areas of medical, housing, employment and vocational skills planning;**
- **Coordinating with governmental agencies, service providers and attorneys to provide services for the participants;**
- **Managing current and future grants, including the monitoring of expenditures and providing documentation based on BHD data to funding sources regarding the use of grant funds;**
- **Ensuring the expenditures meet the strict requirements of the grant;**
- **Preparing and submitting grant applications for further funding;**
- **Maintaining BHD records through the VA Specialty Dockets database, including entering data and ensuring accuracy, creating and disseminating necessary reports to judges and BHD staff and training staff members on the use of the database;**

- **Attending and participating in all BHD hearings, leading and participating in all status hearings, staffings, and related activities;**
- **Arranging for necessary accommodations to be provided during the hearings for participants with special needs;**
- **Researching, analyzing and evaluating best practices for BHD programs as established by the Virginia Supreme Court. Administers the program budget and identifies additional sources of funding for the program;**
- **Coordinating all training and training-related travel for all BHD staff;**
- **Providing community outreach and delivering presentations to criminal justice staff as well as the public regarding the Tazewell County BHD.**
- **Available on-call to accommodate the needs of the BHD participants.**

### **SUPERVISORY RESPONSIBILITIES**

None

### **QUALIFICATIONS**

**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**Requires knowledge of and experience with project management, budget preparation, problem-solving skills, substance use disorders and serious mental health illness. Possess general knowledge of human behavior, social science, and rehabilitative techniques and objectives. Possess the ability to establish and maintain positive working relationships with Judges and Courts, attorneys, Community Corrections, treatment providers, clients, families, and the general public. Prior experience in grant writing and grant administration preferred. Prior experience in specialty dockets is preferred. Demonstrated willingness and ability to accept significant responsibilities and duties.**

### **EDUCATION**

**Bachelor's degree in Criminal Justice, Social Work, Psychology, or related field, plus experience in the criminal justice system is preferred. High school diploma or equivalency required.**

### **ADDITIONAL REQUIREMENTS**

- **Possession of valid driver's license and acceptable driving record.**
- **Satisfactory criminal background check required.**
- **Satisfactory completion of pre-employment drug and alcohol screen.**

### **KEY COMPETENCIES**

- **Ability to work in a fast-paced environment with high-needs populations.**
- **Proficiency in maintaining confidentiality in compliance with HIPAA and legal requirements.**
- **Knowledge of evidence-based practices for individuals with behavioral health issues.**