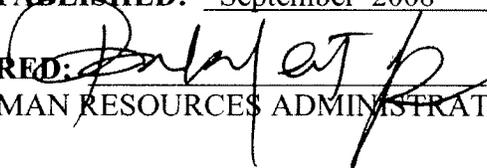


**JUDICIARY OF GUAM
JOB STANDARD**

POSITION TITLE: MENTAL HEALTH COURT COORDINATOR
POSITION STATUS: CLASSIFIED UNCLASSIFIED P/T F/T
FLSA CATEGORY: EXEMPT **EEO CATEGORY:** PROFESSIONAL
HAY POINTS: (KH) F I 3 = 304 (PS) E 4 (43) = 132 (ACC) E 2 S = 132
TOTAL POINTS: 568 **PAY GRADE:** P
DATE ESTABLISHED: September 2008 **PREPARED BY:** Human Resources Staff

CONCURRED:  **APPROVED:** 
HUMAN RESOURCES ADMINISTRATOR ADMINISTRATOR OF THE COURTS

NATURE OF WORK IN THIS CLASS:

This is complex independent professional work involved in the administration, operations and development of mental health court programs. Under the general direction of a mental health court judge or his/her designee, employees in this class perform the full range of complex professional duties which include overseeing the coordination of operations and supervision of mental health court programs, personnel, and client case management (e.g., proposed Mental Health Court Management Information System).

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all which may be performed.)

Recommends, plans, develops and coordinates the implementation of mental health court programs or projects under the auspices of the Judiciary of Guam. In performing these tasks, the position will work closely with the judge assigned to the mental health court and mental health court team members from the Judiciary, Department of Mental Health and Substance Abuse, Department of Law, Public Defender Service Corporation, and other government agencies.

Monitors, evaluates, analyzes and implements existing and new mental health court programs; recommends appropriate policy and procedural changes and establishes administrative procedures for the implementation of mental health court proven and applicable best practice administrative and treatment programs.

Serves as liaison/public relations officer and facilitator in establishing relationships between mental health court programs, mental health court team members, court employees, inter/intra agency network communications, media, and the public (federal and local), to include but not limited to: conducting mental health court presentations, training and surveys, program planning coordination and process, managing logistics, and preparing agenda for meetings, community/client based outreach activities and/or events.

Responsible for the supervision of day to day operations of mental health court, case managers, and assignment of clients.

Mental Health Court Coordinator
Job Standard

Confers with judges and court administrators; provides technical assistance in the administration of mental health court programs.

Prepares and maintains program annual budget, in addition to the development and management of related grants, grant progress reports and related statistics, and requests for proposals; may work on legislative issues directly related to the mental health court program.

Keeps team members and mental health court program personnel motivated through training and education on current program issues and innovations through research, implementation strategies, and network national support.

Prepares and makes readily available program correspondences, required reports, handbooks, manuals, brochures, and up-to-date program statistical data through the collection of data and maintenance of all mental health court program administrative files, and an automated database system.

Monitors and applies for state or federal grants; identifies funding sources.

Conducts research and responds to program inquiries or complaints accordingly.

Oversees the procurement process of the mental health court and effectively orders supplies and equipment on a timely basis. Oversees contracts of treatment providers, if any, to ensure compliance with contracts and oversees funding availability.

Formulates cooperative agreements with other government and private agencies engaged in referral of applicants to the mental health court program.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of both local and federal laws and legislation impacting mental health court programs.

Knowledge of analytical and research principles and techniques.

Knowledge of mental health issues, pretrial release intervention techniques, or probation services.

Knowledge of the court's organizational infrastructure and courts & ministerial case flow management.

Knowledge of applicable computer word processing, spreadsheet, and database applications.

Ability to conduct independent research based on sound scientific principles and draw appropriate conclusions resulting from findings.

Ability to effectively develop, implement, and coordinate strategic and tactical plans and program activities.

Mental Health Court Coordinator
Job Standard

Ability to perform as a project leader and apply project management techniques.

Ability to work independently and produce quality work under pressure. Position requires the exercise of considerable independent judgment on a regular basis.

Ability to make decisions in accordance with federal and local laws, policies, rules and regulations and other program guidelines.

Ability to organize data into logical format for presentation of reports, documents, or other written material.

Ability to conduct meetings and make formal presentations, expressing oneself clearly and concisely.

Ability to work and communicate effectively, orally and in writing, with the public, government officials (local and federal), court employees, and network agencies in a professional and courteous manner.

Ability to exercise discretion and confidentiality.

Ability to maintain records and reports.

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

MINIMUM EXPERIENCE AND TRAINING:

- (A) Graduation from a recognized College or University with a Master's degree in Behavioral Science, Criminal Justice Administration, Business or Public Administration, Human Relations, Counseling, Social Work, Psychology, Vocational Rehabilitation, or related field(s), plus five (5) years work experience in Court or legal work, three (3) years of which must have been in a managerial, upper level administrative, or supervisory capacity, or;
- (B) Graduation from a recognized College or University with a Bachelor's degree in Behavioral Science, Criminal Justice Administration, Business or Public Administration, Human Relations, Counseling, Social Work, Psychology, Vocational Rehabilitation, or related science, plus six (6) years of progressive responsible experience in Court or legal work, three (3) years of which must have been in a managerial, upper level administrative, or supervisory capacity.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid Guam Driver's License.