

SNOHOMISH COUNTY JOB DESCRIPTION
MENTAL HEALTH PROGRAM COORDINATOR

Spec No. 4116

BASIC FUNCTION

To administer Snohomish County District Court Mental Health Court including supervising and coordinating the activities of Mental Health Court staff.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, schedules, supervises and evaluates the work of subordinate support staff; may participate in the selection, discipline and termination of subordinate employees; supervises and coordinates the training of new employees, volunteers and other participants from related agencies.
2. Coordinates Mental Health Court and mental health program services with county Human Services, community providers and other units within the department; may screen new cases and assigns the appropriate staff; advises and assists other departmental employees concerning cases with chemical dependency issues.
3. Develops and reviews the operational policies and procedures to interpret, apply and ensure compliance with related laws, rules, regulations and codes.
4. Develops community resources for program; educates and gives presentations regarding program services and activities. Performs ongoing public relations work.
5. Develops programs related to mental health treatment and prepares grants; monitors and initiates program changes as necessary. Oversees budgets of Mental Health Court and mental health programs.
6. Compiles, maintains, and analyzes statistical data and prepares reports.
7. Monitors legislative changes impacting the program and updates Team accordingly.

STATEMENT OF OTHER JOB DUTIES

8. May carry a limited caseload of clients.
9. Assures all duties of subordinate employees are appropriately assigned and may perform duties of unit's subordinate staff as necessary.
10. Monitors contracted agencies and persons.
11. Assists in the preparation of court goals, objectives and the annual budget; ensures accountability of grant funds.
12. Performs related duties as required.

SNOHOMISH COUNTY JOB DESCRIPTION
MENTAL HEALTH PROGRAM COORDINATOR

Spec No. 4116

MINIMUM QUALIFICATIONS

A Bachelor's degree in psychology, social welfare, public administration, or other field directly related to social services work; PLUS, two (2) years of experience in public administration, project management, or therapeutic court management; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

Experience leading or directing projects or persons preferred.

Grant writing experience is preferred.

Current Mental Health Professional certification by the Washington State Health Services Quality Assurances Division is preferred.

Experience in mental health therapeutic court OR, experience in mental health treatment agency working with offenders preferred.

SPECIAL REQUIREMENT

Applicants may be required to pass a criminal background check including finger printing, a reference verification, polygraph examination, a psychological and a physical examination.

A valid Washington State Driver's License is required for employment.

Must complete Criminal Justice Training Commission Supervisory Training within one (1) year of employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles of administration, planning, project management, supervision, and organization
- Mental Health Court structure, philosophy and research
- Mental health treatment services network in Snohomish County and Washington State
- judicial and criminal justice systems
- interviewing, diagnostic and counseling methods and techniques for mental health and chemical dependency issues
- literature, trends and developments in the social services area, especially in mental health and chemical dependency
- local, state and federal social service resources and agencies
- budget structure and analysis

SNOHOMISH COUNTY JOB DESCRIPTION
MENTAL HEALTH PROGRAM COORDINATOR

Spec No. 4116

KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- plan, coordinate, supervise and evaluate the work of subordinate employees
- effectively interview clients, prepare treatment plans, determine courses of action and evaluate individual progress
- teach evidence-based and promising practices programs
- apply abstract principles, guidelines and concepts to concrete work situations
- relate to and communicate with persons of diverse ages, social, economic, cultural and educational backgrounds
- establish and maintain rapport with clients, guide them toward positive goals and communicate with them in both supportive and confrontive modes
- communicate effectively with people regardless of age, sex or social, economic or cultural background including persons with social or behavioral problems, and communicate with litigants in both supportive and confrontive modes
- organize effectively and manage multiple projects and to respond quickly to changing priorities
- respond effectively in crisis and emergency situations
- express ideas and recommendations clearly and effectively both orally and in writing
- establish and maintain effective working relationships, negotiate and mediate problems with criminal justice system officials, community organizations and agency staff, associates, other county employees and the public
- follow oral and written instructions
- maintain detailed records and prepare clear, concise written reports
- exercise initiative and judgment and make decisions within the scope of assigned authority
- read, interpret and apply work related laws, rules and other regulations
- use basic word processing, spreadsheet and database

SUPERVISION

The employee reports to the District Court Administrator and assigned Mental Health Court Judge. The work is performed with considerable independence in accordance with established policies and procedures.

WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

SNOHOMISH COUNTY JOB DESCRIPTION
MENTAL HEALTH PROGRAM COORDINATOR

Spec No. 4116

Class Established: March 2017
Revised: August 2017
EEO Category: 2 - Professional
Pay Grade: 243 - Classified Pay Plan
Workers Comp: 5306 Non-Hazardous