



Job Announcement

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RE-POST

Opening Date:	September 4, 2009	Closing Date:	Open Until Filled
Job Title:	Mental Health Court Coordinator	Position Type:	Temporary Full Time
PIN:	840115	FLSA Status:	Exempt
Location:	Baltimore City District Court Baltimore, Maryland	Salary:	\$49,477
Financial Disclosure:	Yes		No Benefits (Depending on Qualifications)

Regular State employees subject to promotion/demotion policy

Essential Functions: Under the auspices of the Office of Problem-Solving Courts, of the Administrative Office of the Court, and general direction of the Mental Health Court Judge and the Administrative Clerk, the Mental Health Court Coordinator will be responsible for overall planning, management oversight and daily operations of the Mental Health Court program. Major responsibilities include planning, developing and evaluating the components of the Mental Health Court; acting as management liaison among the Mental Health court, legal representatives, contributing agencies and program participants and responsibility for the efficient, daily operation of the Mental Health Court to include budgets, grants, financial reports, and data collection for program evaluation and management reports.

Education: Bachelor's Degree from an accredited college or university in public or court administration, business management, criminal justice, social work, psychology, human/family services or related field.

Experience: Three years of progressively responsible administrative experience to include project or program management, in the field of mental health services, addictions, human/family services, public safety or law enforcement.

Preferred: *Two years of fieldwork or case management experience to include project or program case management, in the field of mental health, human/family services, addiction services, public safety or law enforcement, corrections, or court management.*

Note: This position will not act in a clinical capacity and supervision hours will not be offered if applicant requires clinical licensing hours. Licenses and Certificates are not a requirement for employment.

Skills/Abilities: Knowledge of program administration and principles of management. Knowledge of accounting principles related to the budgeting and management of program funds. Ability to communicate effectively, to facilitate meetings, give presentations, locate and secure outside organizations for funding and to compose grant proposals. Ability to develop and foster a spirit of team work to improve the quality of the Mental Health Court when working with teams and committees and to bring people from different agencies together to accomplish the goals of the program. Ability to exercise a high degree of confidentiality, judgment, tact, diplomacy and competence in dealing with judges, attorneys, court personnel, service providers, and the public. Ability to apply statutory requirements and to understand and comply with state and federal confidentiality laws concerning mental health and medicinal treatment. Excellent interpersonal and writing skills, and the ability to maintain good long-term working relationships within and outside the Judiciary. Must have a valid Maryland driver's license. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, PIN number, and location. You may also include with your application, a cover letter and resume. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for materials sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.