



HAYS COUNTY JOB POSTING

Job Title	Mental Health Court Administrator	Job Number	612-MHCA-033022
Department Head	Administrative Judge	Date Open	March 30, 2022
Salary Range Minimum	\$4,412.30 - \$6,618.45 Monthly – Dependent on Experience	Application Deadline	Until filled

In order to be considered for employment with Hays County submit the following documents:

- Hays County Application
- Cover Letter
- Resume

Find Hays County Employment Applications at:

- Hays County website – www.hayscountytexas.com
- Pre-printed forms at the Hays County HR department
- Request PDF forms from amanda.cowan@co.hays.tx.us via email

You may submit your application documents in any of the following ways:

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, 78666
- Fax: 512-393-2227
- Email: amanda.cowan@co.hays.tx.us

Education and/or Experience

- Graduation from an accredited college or university with a bachelor's degree in counseling, mental health, psychology, social work, criminal justice or related field and five years of progressively responsible social service experience.
- Six (6) years of supervisory or management experience in a mental health or social service environment.
- One of the following licenses are preferred: active Texas license in social work or related field.

Other Qualifications, Certificates, Licenses, Registrations

- Texas driver's license.

Responsibilities

- Supervises Mental Health Court (MHC) staff and team members including the Mental Health Case Worker, Mentor Coordinator, and other assigned court administrative personnel, community supervision officers, treatment personnel, and interns in the delivery of services to program participants.
- Communicates, collaborates, and interacts with the local mental health authority and its staff to ensure timely, effective, and efficient services.
- Conducts management and supervisory functions including compliance monitoring and staff development to ensure employees follow federal, state, and local government policies and procedures, and specialty court best practices.
- Responsible for screening, assessment, and eligibility determination, the creation and implementation of Mental Health Court program standard operating procedures, and all day-to-day operations and functioning of Mental Health Court.
- Communicates, collaborates, and interacts with judges, prosecutors, defense attorneys, psychiatrists, therapists, and jail staff to ensure timely, effective, and efficient services.
- Researches, develops, and trains staff on best practices in the areas of case management, and the delivery of social work, and mental health, and substance abuse treatment delivery.
- Establishes and implements case management goals and outcomes and maintains an accurate accounting of participants receiving case management related services.
- Researches and applies legislation, laws and opinions that affect individuals with mental health and intellectual disabilities who are incarcerated and who have qualifying mental health and intellectual disability issues including Traumatic Brain Injury, Post-Traumatic Stress Disorder, and substance abuse diagnosis.
- Writes and edits grants, compiles, and completes required statistical analysis and submits reports to grant funding agencies, such as Community Justice Assistance Division (CJAD) and Texas Judicial Commission on Mental Health or, alternatively, coordinates with county grant writers and auditors to ensure compliance with grant funding requirements.
- Establishes and implements quality control/improvement procedures for treatment planning, record documentation, adherence to case management standards and client advancement in the program.
- Facilitates and supports the development of community resources by providing and maintaining partnerships with community services, treatment providers, mental health support and intellectual disability groups, legal and law-enforcement entities, and other Mental Health Treatment Courts.
- Works directly with community networks and providers to collaboratively address the basic needs of veterans, service delivery, and promote increased client self-sufficiency; Identifies and conducts outcome studies to evaluate program efficacy.
- Supervises budget development and monitors fixed asset and supply inventories.
- Supervises the Mental Health Court training to the public, law enforcement, local bar associations and veterans' organizations as needed.
- Develops report forms and screening procedures, participant's goals, consent forms and other administrative materials essential to program functioning.
- Conducts case management quality assurance and ensures compliance with social services policies, best practices, and delivery procedures.
- Develops new systems to ensure effective and efficient service delivery, and performs related duties as required. Oversees compliance with applicable State and Federal laws or guidelines and departmental policies and procedures.
- Prepares work schedules, guides and trains employees in their duties, responsibilities, and professional growth, monitors work progress and completion, and evaluates employee effectiveness.
- Performs related duties as required.

Summary

Under the general direction of the County Court at Law Administrative Judge, the Mental Health Court (MHC) Administrator coordinates and supervises the staff and daily operation of the Mental Health Court and plans and develops policies, procedures, goals, and objectives that directly affect the treatment, rehabilitation and well-being of participants in the Mental Health Court diversionary program, including defendants with diagnosed mental health and/or intellectual disabilities and facilitates the smooth and effective functioning of related court operations. The incumbent must be able to exercise sound judgment and wide-ranging independent action and decision making to accomplish required tasks. The incumbent will be responsible for carrying out recurring assignments independently or with coordination and input from other Mental Health Court team members.

Individuals in this position serve at the pleasure of the current elected official.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.