



HAYS COUNTY JOB POSTING

Job Title	Mental Health Court Case Worker	Job Number	612-MHCW-033022
Department Head	Administrative Judge/Mental Health Court Administrator	Date Open	March 30, 2022
Salary Range Minimum	\$3,314.99 - \$4,972.54 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.hayscountytx.com
- Pre-printed forms at the HC HR
- 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, or criminal justice and three years of progressively responsible social service experience.
- Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities.

Other Qualifications, Certificates, Licenses, Registrations

- Knowledge and understanding of military culture and experiences is essential.
- Prefer a minimum of four (4) years of social work.
- Professional licensure in counseling, social work or related field would be ideal.

Responsibilities

- Develops, organizes, and implements day to day activities and processes of the Mental Health Court;
- Interviews clients and conducts intake evaluations; collects and completes required documentation and assists in determining eligibility for Mental Health Court participation based on the nature of charge(s), history, and Mental Health Court requirements.
- Reviews all incoming cases and completes Mental Health Court eligibility referral and other forms received from public defenders, jail staff, magistrates, local mental health authorities, courts, attorneys, bonding officials, and the community.
- Contacts potential candidates for Mental Health Court or applicant's counsel upon notification of arrest by Sheriff's Office and provides program information.
- Evaluates and participates in the development of Mental Health Court program guidelines, policies, procedures, goals, and budget.
- Facilitates and leads court program orientation sessions for participants.
- Collaborates with other treatment program staff (including the local mental health authority and/or private treater, if applicable) and counselors to determine appropriate services needed.
- Communicates and consults with defense attorneys, prosecutors, court judges, court administrators, law enforcement officers designated as mental health officers/crisis officers, and jail staff.
- Manages cases to ensure appropriate treatment and testing protocols are applied.
- Monitors progress of participant for compliance with court-imposed sanctions, treatment programs, required drug and alcohol or other testing, or other case-related requirements.
- Researches and prepares detailed reports on participant progress for consideration by Judge, DA's Office staff, defense attorney, treatment providers, local mental health authority, and other team members and provides recommendations for treatment, program progression, or sanctions.
- Coordinates with Mental Health Court team and participates in team meetings, attends court proceedings, and serves as liaison with local mental health authorities and staff.
- Ensures that appropriate materials and documentation has been prepared for Court sessions and briefs the Judge and Mental Health Court team on appropriate issues.
- Locates and interacts with local providers of mental health and counseling services.
- Coordinates with other social service, educational, and health agencies to provide advocacy and resources for program participants.
- Educates peers, colleagues, and judiciary in the efficacy of Mental Health Court.
- Stays abreast of Mental Health Court regulations, legislation, and issues through training and research.
- Compiles statistical and programmatic reports and evaluates process and outcome performance.
- Performs other duties as assigned.

Summary

Under the general direction of the County Court at Law Administrative Judge and direct supervision of the Mental Health Court (MHC) Administrator, the Mental Health Court Case Worker performs coordination, administrative and technical work of high complexity and variety, requiring excellent independent judgment and prudent decision making based upon knowledge of the laws of the State of Texas, Texas Commission of Mental Health, local mental health authority, County Court-At-Law requirements and procedures, and general requirements of the Hays County Mental Health Court. The incumbent will collaborate with the Mental Health Court team, prosecutors, local mental health authority, defense counsel, and mental health treaters, to facilitate case flow and the activities of participating agencies, monitor program participant's progress, and provide quality assurance while maintaining appropriate documentation.

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.