

36th DISTRICT COURT JOB DESCRIPTION

JOB TITLE: Intake Specialist/Jail Navigator
A Grant Funded Non-Represented Position

REPORTS TO: Specialty Court Coordinator

GENERAL SUMMARY:

Under the supervision of the Specialty Court Coordinator, will be responsible for screening and assessment coordination and, facilitation of communication between the Court, treatment providers and law enforcement agencies.

PRIMARY RESPONSIBILITIES AND DUTIES:

1. Proficient in client interviewing skills. Able to interview potential participants in the jail, at the Court or treatment facilities. Conduct initial screening to identify persons suffering with Mental Illness and or Co-Occurring Mental Illness and Substance Abuse Issues.
2. Coordinate full assessments through approved providers and follow up on results to facilitate program placement where appropriate.
3. Track Court dates and meet participants in Court to ensure completion of intake process.
4. Attend Court status and pre-status hearings and testify as needed.
5. Prepare LEIN request forms.
6. Observe drug testing of participants when needed.
7. Process all necessary legal documentation, to provide an official acceptance and/or intake packet.
8. Consistently enters all case-specific information into DCCMIS in a timely, accurate, and competent manner.
9. Facilitates communication and professional working relations between 36th District Court and the community partners, including the out-county Courts, Detention Centers and Treatment Facilities and other invested parties.
10. Actively seeks appropriate assistance and information when met with a concern of unusual incidences outside the scope of knowledge/experience.
11. Provides timely and accurate feedback to the Specialty Court Team.
12. Performs other duties, as assigned.

LICENSES, CERTIFICATION OR SPECIAL REQUIREMENTS:

1. Attain LEIN Certification within 30 days of hire date.
2. Valid Michigan Driver's License required.

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JOB QUALIFICATIONS:

1. Bachelor's Degree from an accredited college or university with a concentration in Psychology, Social Work, Criminal Justice or a closely related field.
2. At least two (2) years' experience working with persons who suffer from substance abuse and mental illness or Co-Occurring issues and criminal justice population.
3. Interpersonal skills to develop and maintain effective working relationships with offenders, peers, management, other professionals and the public.
4. Communication skills to establish rapport with offenders to gain their confidence and cooperation and to engage offenders who may respond negatively to outreach efforts.
5. Analytical skills to be able to read, understand, interpret and apply laws, policies, rules and procedures.
6. Ability to work independently on case assignments and understand the problems faced by families from all cultural backgrounds and economic levels.
7. Problem-solving skills, planning skills, ability to prioritize and time management skills to meet the demands of the Court's deadlines.
8. Word processing skills necessary for the creation and compilation of various documents, communications and reports.
9. Interpersonal skills necessary to communicate with Court personnel in the exchange of information and provide courteous and accurate information and responses to the public, other employees, and outside agencies.
10. Work hours may not exceed 60 hours per pay period. Evening hours, holidays and weekends may occasionally be required, as scheduled.

WORKING CONDITIONS:

1. Normal office environment with little discomfort due to heat, dust, noise and the like.
2. Physical ability to frequently sit, stand, walk for extended periods of time, perform repetitive movements and work in confined areas. May be required to work at remote locations outside the Court building, traveling by foot or other transportation.

PHYSICAL CHARACTERISTICS:

1. Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and Court staff. Dexterity and coordination to handle files and single pieces of paper. Occasional lifting of objects weighing up to fifteen (15) pounds such as files, stacks of paper, reference and other materials. Moving from place to place within an office. Some reaching for items above and below desk level.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Determination of equivalent qualifications is within the sole discretion of Management.