



State of Michigan  
**36<sup>th</sup> District Court**  
421 Madison  
Detroit, Michigan 48226 -2358  
[www.36thdistrictcourt.org](http://www.36thdistrictcourt.org)

**36<sup>TH</sup> DISTRICT COURT  
JOB POSTING**

**Application Deadline: January 24, 2020**

**Position Available: Mental Health Court Coordinator**

**Salary: \$50,017.50 - \$69,790.50**

The Court is looking for a qualified Mental Health Court Coordinator professional to join Team 36 as we begin our new Mental Health Court. This is an "At Will" Non-Represented Position.

We offer a generous Benefit Package with medical, dental, vision and a great retirement plan. Also, 16 paid holidays, paid leave time, FSA: dependent and elder care, wellness and discount programs, and many other employee perks!

Are you an experienced criminal justice professional looking for a new challenge? Do you have a Bachelor's degree from an accredited college or university in Criminal Justice, Social Science, Counseling, Psychology or a related field? Do you have at least four (4) years of case management experience? Do you have at least two (2) years of supervisory experience? Do you want to be part of a dynamic organization where hard work and commitment are rewarded? If you answered yes to these questions, you may be the new Mental Health Court Coordinator at the 36<sup>th</sup> District Court.

***Be a part of the heart of Detroit!***

Visit the Court's website at [www.36thdistrictcourt.org](http://www.36thdistrictcourt.org) for a detailed job description. Only qualified candidates should complete the [Application](#) and email it along with your résumé to [recruitment@36thDC.org](mailto:recruitment@36thDC.org) or fax to (313) 965-4060.

**EQUAL OPPORTUNITY EMPLOYER**

Dated:1/17/20

# 36th DISTRICT COURT

## JOB DESCRIPTION

**JOB TITLE:** Mental Health Court Coordinator  
An At-Will, Non-Represented Position

**REPORTS TO:** Special Projects Director

### **JOB SUMMARY:**

Under the supervision of the Special Projects Director, coordinates all functions of the Mental Health Court. Reviews, plans, and evaluates operations specifically related to the development, implementation and ongoing coordination of the Mental Health Court. Supervises Mental Health Court staff. Assists in identification, completion, and submission of grant applications.

### **PRIMARY RESPONSIBILITIES AND DUTIES:**

1. Coordinates all functions of the Mental Health Court by reviewing, planning, and evaluating operations related to the development and implementation of the Mental Health Court.
2. Supervises assigned Mental Health Court staff.
3. Serves as a liaison between the public, participants, the Bench, the Probation Department, other justice system partners, and the Court to ensure policies and procedures are communicated in a thorough, concise and accurate manner.
4. Works with the public, the bench, Court staff, including Probation, and other justice system partners to develop and ensure Mental Health Court operations and cases are processed efficiently.
5. Oversees the maintenance of records in accordance with local, state and federal guidelines.
6. Prepares reports on the management of grants and provides accurate record keeping.
7. Schedules, coordinates and attends all team meetings, training and events for Mental Health Court.
8. Assists in the identification, completion, and submission of grant applications.
9. Performs other duties as assigned.

### **LICENSES, CERTIFICATION, OR SPECIAL REQUIREMENTS:**

1. Obtains and maintains all required state licenses and certifications necessary to perform the functions of Mental Health Court Coordinator.

### **JOB QUALIFICATIONS:**

1. A Bachelor's Degree from an accredited college or university in Criminal Justice, Social Science, Counseling, Psychology, or other related field.
2. At least four (4) years of case management experience servicing clients in the area of criminal justice, drug treatment, or mental health.
3. At least two (2) years of supervisory experience of professional staff.
4. A valid Michigan Driver's License.
5. Grant writing/grant management experience is preferred.

6. Interpersonal and communication skills necessary to provide accurate, timely information and communicate effectively, competently and professionally, both orally and in writing, with Court personnel, Judges, justice system partners, and members of the public.
7. Communication skills to establish rapport with offenders to gain their confidence, cooperation and engagement.
8. Analytical skills to be able to read, understand, interpret and apply laws, policies, rules and procedures.
9. Ability to work independently on case assignments and understand the problems faced by families from all cultural backgrounds and economic levels.
10. Knowledge of the criminal justice system, counseling techniques and community resources.
11. Problem-solving, planning, and time management skills to prioritize and meet deadlines and the changing demands of the department and the Court.
12. Ability to identify the need for and assist in developing and implementing procedural and policy changes to improve Mental Health Court operations and streamline work processes.

**WORKING CONDITIONS:**

1. Normal office environment with little discomfort due to heat, dust, noise and the like.
2. Extended work day beyond 7.5 hours per day, evening hours, holidays and weekends will occasionally be required, with or without notice.
3. May be required to work at remote locations outside the court building, including home calls as necessary, with travel to remote sites by foot or other transportation.

**PHYSICAL CHARACTERISTICS:**

1. Strength, dexterity, coordination and vision to use a keyboard and video display terminal daily. 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.
2. Physical ability to frequently sit, walk, or stand for extended periods of time, and to perform repetitive movements.

*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.*