TENTH JUDICIAL CIRCUIT
POLK, HIGHLANDS AND HARDEE COUNTIES
JOB ANNOUNCEMENT

OFFICIAL JOB TITLE:	**Court Program Specialist I** **Behavioral Health Court** **(33,366.06) ($16.04/hour)**
WORK SCHEDULE:	**Monday through Friday**
CLOSING DATE:	**Open until job is filled**
JOB LOCATION:	**Polk County Courthouse**

DISTINGUISHING CHARACTERISTICS OF WORK:

This is responsible professional work providing Behavioral Health Court coordination and case management to the Polk County Behavioral Health Court. The Case Manager performs administrative work in the coordination of comprehensive case management services to individuals who have mental illness and who are involved in the criminal justice system. The Case Manager serves as a liaison between the Behavioral Health Court, its clients, Detention, the Public Defender's Office, the State Attorney's office and a wide range of professionals and community-based service providers in a concerted effort to minimize mentally ill clients' involvement with the criminal justice system. All work is performed under the general supervision of the Behavioral Health Court Judge and the Trial Court Administrator.

Essential Functions:

- Provide case management for adult offenders charged with misdemeanor and felony offenses.
- Coordinate efforts of the Behavioral Health Court for each client with the assistant state attorney and the assistant public defender, pursuant to Florida Rules of Criminal Procedure and all local, state and federal laws governing evaluation and treatment of mentally ill defendants.
- Monitor clients' compliance with court ordered treatment and conditions.
- Participate in workgroup meetings and case conferences with treatment professionals, community service providers and Court staff.
- Attend court hearings and present recommendations to the Behavioral Health Court.

Education and Training Guidelines:

Bachelor's degree in public or business administration, criminal justice, psychology, sociology or a closely social science related field and three years of related experience. Relevant experience may substitute for the recommended education level on a year-for-year basis.

Knowledge, Skills, and Abilities:

- Skill in establishing and maintaining effective interpersonal relationships between clients, staff, and members of the judicial system.
- Skill in establishing and maintaining close working relationships with court personnel, professionals associated with the Behavioral Health Court, community agencies, and the general public.
- Skill in managing multiple client files at the same time with appropriate attention to detail.
- Ability to plan and compose reports, correspondence, and charts in a variety of presentation formats.
- Ability to use a personal computer and associated software applications.
- Ability to organize work, establish priorities, and meet deadlines associated with case management.
- Ability to communicate effectively, with tact and diplomacy.
- Ability to work independently on confidential and complex tasks.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

Interested applicants must complete a State of Florida Job application form and submit it no later than the closing date indicated above to:

Stephanie Sullivan
Human Resources Manager
Post Office Box 9000, Drawer J102
Bartow, FL 33831-9000
Telephone: (863) 534-4035
Fax: (863) 534-4699
TDD: (863) 534-7777
ssullivan@jud10.flcourts.org

If you need an accommodation in order to participate in the application/selection process, please notify the hiring authority in advance.