



AVAILABLE POSITION

Job Title:	FORENSIC COORDINATOR	FLSA Status:	Exempt
Reports To:	RECOVERY PROGRAM MANAGER	Classification:	Classified
Department:	CLINICAL	Last Revision	November 2021
Approved By:	Emily Provance – Director of Human Resources	Date:	11/8/2021

PURPOSE

Responsible for the oversight and management of Stark County Mental Health & Addiction Recovery's criminal justice, youth, and adult court systems collaborations and projects.

ESSENTIAL JOB FUNCTIONS

1. Monitor and track the progress and compliance of all individuals on forensic status from Stark County who are in the community or at Heartland Behavioral Health facility including discharge facilitation from the facility to the community;
2. Responsible for the oversight of services related to outpatient commitment process with Probate Court and related to the Community Linkage process;
3. Provides oversight for StarkMHAR funded providers and programs as assigned;
4. Responsible for the oversight and success of the civil bed day management and local hospital collaboration;
5. Acts as the liaison between StarkMHAR and the Criminal Justice System including establishing and maintaining relationships and collaborations;
6. Acts as StarkMHAR's representative between the criminal justice, youth, and adult court systems including the Stark County Jail and the Board;
7. Implement the county's Stepping Up Initiative;
8. Responsible for the Crisis Intervention Team trainings and program development including collaboration with the Stark County Sheriff's Office;
9. Ensures that work activities are delivered in a culturally and linguistically competent, trauma informed manner in accordance with evidence-based practices;
10. Assists in providing trauma informed and cultural and linguistic competent responses to the public and clients/consumers who are seeking information and assistance with behavioral health questions or system navigation by phone, email, website, or walk-ins;
11. Attends and represents StarkMHAR on community & state committees and at community events & trainings as requested/required;
12. Must work congenially and cooperatively with coworkers and the public.
13. Other duties as assigned that support the operations of STARKMHAR.

REQUIRED QUALIFICATIONS

Education, Training and/or Experience – Master’s Degree required in Human Services or related field and five years’ experience program administration; LPC or LSW required.

Knowledge, Skills, Abilities and Personal Characteristics- Experience working with the criminal justice system; Knowledge of state &/or federal statutes, rules, regulations &/or procedures governing delivery of social programs specific to forensic populations; Knowledge of social or behavioral science and the rules and regulations governing forensic services in the behavioral health and criminal justice system. Microsoft applications, databases, intranet and internet usage; well-developed analytical and problem solving capabilities; detail oriented and highly organized; ability to express self effectively and concisely, both orally and in writing; ability to work collaboratively to achieve desired outcomes with internal staff and external customers, partners, and stakeholders; ability to prioritize and manage multiple projects, adhering to strict timelines; high degree of initiative and independent judgment; ability to tactfully and effectively deal with public and staff in a personable and professional manner; maintain a high level of energy and a consistent positive attitude.

Preferred Qualifications- LPCC, LISW, LPCC-S or LISW-S preferred; Project Management experience preferred.

Certification, Licenses, Registrations-Valid Driver’s License, LPC/LSW with ability to obtain independent licensure within 2 years of position acceptance.

PHYSICAL DEMANDS -Nature of work requires ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Travel by automobile will be required occasionally.

WORKING CONDITIONS -Work performed in a general office environment. May require availability for additional hours during peak periods. Requires periodic participation and attendance at organization sponsored events and meetings.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Stark County Mental Health & Addiction Recovery. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonable required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder’s responsibility.

CONDITIONS OF EMPLOYMENT

Note: The final applicant selected for this position, prior to appointment, will be required to submit to a drug test for illegal drug use. The test site shall be chosen and paid for by the Board. An applicant with a positive test result will not be offered employment.

Hours: Monday – Friday 8AM to 5PM with one-hour unpaid lunch

Salary Range: \$43,053-\$58,248

Recommended Starting Salary Range: \$43,053 - \$50,650

Application Deadline: Until filled

Apply at <https://starkmhar.org/about/jobs/> or <https://www.applicantpro.com/openings/starkmhar/jobs>

OR MAIL RESUME TO: Attention: Human Resource Department
Stark County Mental Health & Addiction Recovery
121 Cleveland Ave SW
Canton, Ohio 44702

EOE/Minorities/Females/Vet/Disabled