TOMPKINS COUNTY CIVIL SERVICE
VACANCY
Inclusion Through Diversity

OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

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TITLE: Mental Health Court Resource Coordinator

SALARY: $22.49 per hour - Hire Rate

TYPE OF EMPLOYMENT: Full Time

ISSUE DATE: 12/13/18

THE FINAL DATE TO FILE APPLICATIONS: 01/12/19

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 02/10/19

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

Location of Position:

There is currently one vacancy in the title of Mental Health Court Resource Coodinator located at the Tompkins County Department of Mental Health. This is a full-time, 40 hour per week, provisional appointment. The selected candidate will need to take the next offered Civil Service examination for this title, successfully pass and be reachable on the resulting eligible list for permanent appointment. Starting hourly rate is $22.49 per hour. The MH Court Coordinator position will work with the Ithaca City court Judge to launch a new specialized court to serve clients with mental health issues. The position will support the judge to connect clients to services and to navigate the legal system.

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree **AND** two (2) years of satisfactory full-time paid (or the equivalent part-time) experience performing behavioral health* casework with a recognized public or private agency adhering to accepted professional standards; **OR**

(b) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree **AND** possession of a Credentialed Alcoholism and Substance Abuse Counselor (CASAC) certification **AND** four (4) years of satisfactory full-time experience performing behavioral health* casework with a recognized public or private agency adhering to accepted professional standards; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** possession of a Credentialed Alcoholism and Substance Abuse Counselor (CASAC) certification **AND** six (6) years of satisfactory full-time experience performing behavioral health* casework with a recognized public or private agency adhering to accepted professional standards; **OR**

(d) Any combination of education, training and experience equal to or greater than that described in (a), (b) or (c) above.

***NOTE:** Behavioral health casework is defined as experience working directly with clients who have mental health, substance abuse and/or dual diagnosis issues. Other types of casework may not be qualifying. Please make your mental health and/or substance abuse casework experience clear as you complete your application for employment.

Tompkins County is committed to Equity and Inclusion. We encourage others with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The Resource Coordinator works in a New York State Unified Court System "problem solving court." The Resource Coordinator is responsible for establishing and maintaining relationships with community partners and treatment and service providers. The Resource Coordinator acts as a liaison between the court and treatment providers, case managers, attorneys, law enforcement, court clerks and all relevant stakeholders. The Resource Coordinator prepares written reports, updates computer programs, maintains case files, and identifies referral sources. The Mental Health Court Resource Coordinator reports directly to the presiding judge of the Mental Health Court on a day-to-day basis and directly to the Deputy Commissioner of the Tompkins County Mental Health Services Department. The Resource Coordinator is expected to exercise considerable autonomy and independent judgment when carrying out the duties and responsibilities of the position. The Resource Coordinator may also perform other related duties as required to support and expand the scope of this alternative to incarceration program.

TYPICAL WORK ACTIVITIES: The activities below are illustrative and are intended to describe the general nature and level of work being performed by the person assigned to this title. They do not necessarily include all job duties performed by employees in the title, and every position does not necessarily require the performance of all duties.

- Coordinates the implementation and operation of a Unified Court System approved Ithaca Wellness and Recovery Court (IWRC) which serves appropriately assigned misdemeanor and felony defendants;
- Works with stakeholders to create and implement a Felony mental health court; serves as the coordinator for this part;
- Acts as a liaison between the court and treatment providers, case managers, attorneys, law enforcement, court clerks and all relevant stakeholders;
- Establishes and maintains effective working relationships with judges, community partners, probation, law enforcement, treatment providers and service providers;
- Serves as the courtroom representative for court participants;
- Conducts an eligibility assessment (inclusive of a brief psychosocial report) for defendants referred to Ithaca Wellness and Recovery Court to determine eligibility and appropriateness for participation;
- Reviews case files and client progress in order to make recommendations to the Judge;
- Reviews participants progress and determines the adherence to therapeutic plans;
- Provides direct care to participants on a one on one basis to address barriers, provide additional skills and/or brief crisis intervention;
- Monitors and updates case status for each participant;
- Updates and maintains participants records in multiple databases;
- Meets with attorneys regarding their clients, to provide information and an overview of IWRC;
- Oversees the completion of all required reports and compliance related paperwork;
- Creates statistical reports for submission to community stakeholders, County Legislature, NYS Office of Court Administration, and grant funders;
- Provides ongoing information to court staff and team regarding programmatic issues;
- Creates, reviews, and implements updates to, program forms and documents;
- Performs agency site visits;
- Prepares or assists in the development of grant applications;
- Investigates and implements new methods for engaging and assisting IWRC Participants;
- The incumbent will perform all other duties and responsibilities as required to meet the operational needs of the courts.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge and understanding of the criminal justice system in New York State;
- Extensive knowledge of and familiarity with mental health systems and programs in New York State;
- Thorough knowledge of mental health assessment and treatment, chemical dependency assessment and treatment;
- Extensive knowledge of the rights of individuals with mental health, drug use or dual diagnosis;
- Extensive knowledge of the mental health court and drug treatment court operations;

- Thorough knowledge of Federal, State, and local social service law and programs;
- Extensive knowledge of local community service agencies, requirements for service and their programs;
- A high level of tact, courtesy, good judgement, and problem solving required to support participants and the Court team;
- High interpersonal skills needed to establish and maintain effective working relationships with elected officials, judges, the Local Government Unit, attorneys, defendants/participants, other court related staff, treatment and service providers and stakeholders;
- Ability to analyze information and data and incorporate results into written reports and presentations to Legislature, sub-committees/advisory boards, community and other stakeholders;
- Considerable ability to counsel individuals in the areas of economic, social, emotional and vocational issues;
- Considerable ability and resourcefulness in addressing crises of court participants;
- Considerable autonomy with strong ability to independently interpret guidelines, define priorities, solve problems, and make decisions with general supervision;
- Ability to plan, facilitate, and organize pertinent trainings for the court team;
- Excellent computer and organizational skills are necessary to coordinate this program;
- Grant writing experience is desirable;
- This work involves tight deadlines and frequent changes to priorities;
- This work involves interaction with participants that may be in distressing situations;
- The employee's physical and mental condition shall be commensurate with the demands of the position;
- Other duties and responsibilities may be required to meet the operational needs of the courts.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

Physical

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal except for the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The job involves considerable visual effort. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen to perform the essential functions of this job. The employee's hearing must be sufficiently acute to enable him or her to hear, understand give and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job, either with or without reasonable accommodation.

Mental

The work routinely involves moderate demands from unpredictable fluctuations in work volume, frequent interruptions, regular changes in work priority and occasional rush orders and/or conflicting deadlines as the incumbent strives to meet the needs of the Court. This work requires frequent exposure to distressing human situations.

Environmental

Environmental factors include the ability to work cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature-controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job. Risk of injury or illness is minimal. The employee may at times be asked to drive to get to remote locations, or otherwise demonstrate the ability to meet the limited transportation requirements of this job.

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FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.
The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at http://www.tompkins-co.org/personnel/CivilSrvForms/index.html

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â’

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850