

JAIL ALTERNATIVES COORDINATOR
Employment Opportunity

Henry County Transition LINK is looking for a candidate to fill a full-time position as a Jail Alternatives Coordinator. The position will work serve as Community Transition Coordinator and SEIL Crisis Intervention Training Coordinator (CIT). This position involves meeting with incarcerated inmates in the Keokuk and Washington County Jails facilitate connections to community based services and supports. CIT coordination focuses on development and implementation of the CIT training model and coordination of periodic crisis intervention training in the SEIL Region.

The ideal candidate will possess at minimum a Bachelor's Degree in a human service related field from an accredited college or university. A minimum of 2 years of experience in mental health services or case management. The position is subject to criminal history, fingerprints, pre-employment physical and drug screen and adherence to the Prison Rape Elimination Act of 2003. Candidate must be able to meet in the jail setting in close contact with male and female inmates. A valid driver's license and access to a dependable vehicle is required.

Competitive salary, medical/dental insurance, life insurance, IPERS, vacation/personal days, sick leave available. If interested forward your cover letter and resume to Sarah Berndt, MPA, Henry County Coordinator of Disability Services and Transition Link Program Director, 106 N Jackson Street, Suite 102 Mt Pleasant, IA 52641 or email to sberndt@henrycountyiowa.us by June 19th, 2018.

Posted at the Henry County Courthouse 6/5/18

Henry County Transition Link

JOB DESCRIPTION

Jail Alternatives Coordinator

DEFINITION AND DUTIES:

Under supervision of the Henry County Transition Link Program Director, coordinate all aspects of the Crisis Intervention Training/Team Program including crisis intervention and jail diversion for individuals with mental illness and co-occurring disorders who encounter the criminal justice system. Assist Program Director in developing program procedures and protocol. Train all first responders and justice involved professionals including but not limited to law enforcement, corrections and courts in mental health related responses and information. Serve as a member of the Henry County Transition Link Jail Diversion Program to establish treatment plan, monitor, refer and evaluate services. Maintain individual case files and program records.

Knowledge of:

- ◇ Diagnostic and statistical manual of mental disorders (DSM)
- ◇ Criminal justice system and law enforcement
- ◇ Networks providing services for mental health, substance abuse, co-occurring disorders, housing, and employment services
- ◇ Principles of community integration
- ◇ Jail Diversion concepts and models
- ◇ Case Management processes
- ◇ Disability related income sources
- ◇ English language to include grammar, spelling, sentence structure, and vocabulary; and proofreading skills

Ability to:

- ◇ Follow an agreed-upon professional code of ethics including confidentiality, individual rights, professional and legal issues, and adherence to HIPAA standards
- ◇ Represent Transition Link in a professional, responsible and trustworthy manner
- ◇ Interact effectively with persons representing widely divergent backgrounds, interests, and points of view
- ◇ Exercise autonomous and creative problem solving to respond effectively and appropriately to a wide variety of situations and crises
- ◇ Collaborate and function as a team member with multi-disciplinary colleagues (jail, law enforcement, prosecutors, defense attorneys, judges, courts, corrections, hospitals, psychiatrists, treatment providers and others)
- ◇ Network with stakeholders and decision-makers from a variety of backgrounds and disciplines in order to promote program efficacy and sustainability
- ◇ Establish and maintain effective working relationships with law enforcement, jail staff, judges, defense attorneys, prosecutors, probation/parole officers, treatment providers, clients, co-workers, elected officials, public servants, and members of the public
- ◇ Develop, recommend, and administer program policies, rules and regulations with little external input or guidance
- ◇ Work independently on projects and routine tasks
- ◇ Exercise good judgment in analyzing situations, answering questions, and interpreting policies
- ◇ Collect data, keep accurate and organized records, and ensure timely preparation of reports
- ◇ Organize and prioritize multiple tasks
- ◇ Follow oral and written instructions
- ◇ Organize and present factual information and ideas or opinions clearly and concisely, orally and in writing, to groups and individuals in formal and informal situations

- ◇ Handle moderate to high levels of stress, meet established deadlines and solve problems appropriate to the position
- ◇ Type accurately and use a computer for the purposes of data entry, spreadsheets, word processing, presentations, email and the Internet
- ◇ Operate common office equipment such as computer, calculators, fax and postage machines, photocopiers, scanners and multi-line telephones
- ◇ Have clarity of speech and hearing which permits effective communication
- ◇ Have sufficient manual dexterity to make handwritten notations and which permits moderate use of a keyboard and mouse
- ◇ Have sufficient vision which permits moderate production and review of a wide variety of materials both in electronic and hardcopy forms
- ◇ Lift, move, push and pull up to 10 pounds
- ◇ Sit for extended time periods, stand, bend, squat, stoop, kneel, twist and reach
- ◇ Have sufficient personal mobility to complete field work at various facilities, including correctional facilities
- ◇ Work flexible schedule and additional time as needed

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's degree in social work, clinical psychology, or mental health counseling preferred. A minimum of 2 years of experience in mental health, preferably in coordinating jail diversion and/or crisis intervention services, case management, working in a corrections or justice involved setting.

Or

Bachelor's degree in another field and a minimum of 5 years in mental health, preferably in coordinating jail diversion and/or crisis intervention services, case management, working in a corrections or justice involved setting.

Special requirements: Valid driver's license and insurable under county liability coverage. May require use of personal vehicle for county business.

SPECIFIC DUTIES: *to be performed satisfactorily with or without reasonable accommodation*

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- ◇ Evaluate a person's eligibility for Transition Link services
- ◇ Present options to the judge, court, prosecutors, defense attorneys, and probation/parole officers
- ◇ Document services in a timely manner
- ◇ Maintain case files and resource files according to established procedure
- ◇ Initiate process to plan for pre-trial or early release
- ◇ Refer for mental health and/or substance abuse treatment as indicated by professional assessment and diagnosis
- ◇ Work with community-based mental health and substance abuse providers to implement community treatment and individual service plan
- ◇ Follow up on the individual's progress by maintaining open communication with the case manager and service providers
- ◇ Provide follow-up individual case management and monitoring on a case by case basis
- ◇ Act as liaison and consultant with a variety of community agencies to maintain coordination of the intervention process for the individual involved in Transition Link services, including but not limited to corrections, the courts law enforcement, and treatment providers
- ◇ Act as boundary spanner: lead efforts to promote coordination and collaboration among criminal justice system and community-based providers to promote crisis stabilization and jail diversion efforts at the programmatic level
- ◇ Advocate for systemic needs required to implement and sustain effective jail diversion efforts by navigating external relations including collaboration among local and state officials, funding entities, legislators,

elected officials, agency directors, chiefs of police, experts in the field, and/or jail diversion programs across the state and country

- ◇ Create and monitor budgets for CIT trainings and projects and negotiate contracts for any reimbursable services provided by Transition Link staff
- ◇ Define how outcome data is collected, measured, and quantified
- ◇ Record and track program data
- ◇ Report data to Coordinators of Disability Services, SEIL Governing Board, Board of Supervisors and Sheriffs
- ◇ Utilize Spin Re-entry Software
- ◇ Develop and implement protocols and procedures for the delivery of crisis response in the Southeast Iowa Link (SEIL) Region
- ◇ Assist individuals in completing applications for funding, gathering necessary documentation, and coordinate with MH/DS intake staff for eligibility determinations and appropriate community-based services
- ◇ Provide initial assistance linking individuals to appropriate resources for assistance with housing and basic needs, as appropriate
- ◇ Identify funding and assist the individual in accessing financial supports
- ◇ Provide information regarding community resources and natural supports to individuals, providers, and the criminal justice system
- ◇ Plan regularly scheduled staff meetings with various committees
- ◇ Provide training and education on but not limited to mental health disorders, co-occurring disorders, jail diversion, and crisis intervention to staff, law enforcement, community members, community agencies, and others
- ◇ Assist jail staff in identifying individuals with symptoms of mental illness to facilitate timely implementation of mental health interventions, through use of effective screening processes and tools
- ◇ Assist with emergency hospital admissions from the jail or community; includes collaborating with relevant entities such as jail staff, law enforcement, hospital staff, community providers, etc. as needed
- ◇ Coordinate with hospitals for medical interventions and coordinate referrals to lesser restrictive placements and outpatient treatment, such as medical clearance at the hospital prior to detoxification interventions at community-based treatment provider
- ◇ Triage cases for consulting psychiatrist and assess physical and psychiatric functioning
- ◇ Assist law enforcement with behavioral health crises by providing crisis de-escalation and intervention as well as referrals to appropriate community resources
- ◇ Participate in agency, provider and statewide committee meetings
- ◇ Attend work-related meetings, conferences and seminars
- ◇ Perform all work duties and activities in accordance with SEIL Region policies, procedures, and safety practices

Date Established: December 1, 2017

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work additional time, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Program Director

Date