

ORANGE COUNTY CLASS SPECIFICATION

TITLE: FORENSIC SERVICES COORDINATOR **GRADE:** 16

TITLE ABBREVIATION: FORENSIC SVC COORD **TITLE NO:** 6271

JURIS. CL: C **SALARY CODE:** 01 **EEO CODE:** PR **FLSA CODE:** PR

DEPARTMENT: MENTAL HEALTH **DIVISION:** MENTAL HEALTH SERVICES

SUPERVISOR'S TITLE: DIRECTOR OF MENTAL HEALTH PROGRAM SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the coordination of various forensic services including Orange County's Assisted Outpatient Treatment Program. Incumbent oversees the Mental Health Hospital Care expenditures and makes recommendations for cost containment. Work is performed under the general direction of the Director of Mental Health Program Services with latitude to exercise independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Participates in the development and maintenance of a system for responding to the mental health needs of individuals involved in the court system (Criminal, Family, Supreme, Local Justice) in Orange County;
2. Coordinates the Department of Mental Health's court-ordered and voluntary Assisted Outpatient Treatment Program to ensure that individuals with mental illness participate in services appropriate to their needs;
3. Develops and maintains a system for monitoring Mental Health Hospital Care expenses, including recommendations of cost containment, as mandated by New York State Mental Hygiene Law;
4. Coordinates and oversees court-ordered competency exam process as mandated by Criminal Procedures Law 730;
5. Serves as Department of Mental Health's liaison with the Forensic Support Team in the community and participates in meetings;
6. As part of a Re-Entry Task Force with the Departments of Social Services and Probation, participates in the evaluation and coordination of mental health services to individuals discharged from incarceration;
7. Conducts needs assessment and assists with the planning of long and short-term program development including treatment planning;
8. Performs intakes and determines eligibility of candidates for Assisted Outpatient Treatment Program;
9. Compiles case histories through contact with client, families, relatives, physicians, community agencies and other collateral contacts;

10. Prepares reports to members of the department administrative team summarizing all pertinent information on clients;
11. Writes quarterly and annual reports concerning Forensic Services in the Department of Mental Health and submits all necessary statistics in a timely manner.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principals, practices and methods involved in the provision of mental health services to the forensic population; thorough knowledge of Mental Hygiene Law 9.60 (Kendra's Law) and its requirements for the Assisted Outpatient Treatment Program; thorough knowledge of the function and scope of the criminal justice system including criminal and family courts and the probation system; good knowledge of the social and psychological factors influencing emotional disorders and mental conditions; ability to establish and maintain effective relationships with people of various social and economic levels; ability to communicate effectively orally and in writing; good powers of observation and analysis; sensitivity for the reactions of others; initiative; tact; good judgment; emotional maturity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in human services, psychology, or criminology and two (2) years of experience in mental health counseling or casework with the forensic population.

NOTE: Must possess the ability to fulfill the travel requirements of field assignments.

08/03/06