

**MONTGOMERY COUNTY DEPARTMENT OF
COMMUNITY SUPERVISION AND CORRECTIONS**

**ADULT PROBATION
JOB POSTING**

JOB TITLE: Mental Health Court Clinical Supervisor

SALARY: \$2,199.81 Bi-Weekly

An unofficial Job Description outlining the basic responsibilities and requirements is attached

OFFICIAL DEPARTMENT APPLICATION MUST BE SUBMITTED TO:

HR Specialist
2245 N. First
Conroe, TX 77301
Fax: 936-538-8275
brenda.chapin@mcdcsc.org

**MUST PROVIDE COPY OF TRANSCRIPT AND REQUIRED LICENSE TO BE ELIGIBLE FOR AN
INTERVIEW**

APPLICATION WILL BE ACCEPTED UNTIL POSITION IS FILLED

After receiving a conditional offer of employment, applicant(s) must pass a drug screen before becoming employees of Montgomery County Department of Community Supervision & Corrections (Adult Probation). New hire drug screen will be paid by Montgomery County Department of Community Supervision & Corrections (Adult Probation). Any additional cost will be the responsibility of the applicant.

ALL MONTGOMERY COUNTY WORKPLACES ARE TOBACCO FREE

The MONTGOMERY COUNTY DEPARTMENT OF COMMUNITY SUPERVISION AND CORRECTIONS (Adult Probation) is an Equal Opportunity Employer.

06.25.18

**MONTGOMERY COUNTY DEPARTMENT
OF
COMMUNITY SUPERVISION AND CORRECTIONS**

JOB TITLE: Mental Health Court Clinical Supervisor

STARTING SALARY: \$2199.81 Bi-Weekly
\$57,195 Annually

BASIC RESPONSIBILITIES:

The Clinical Supervisor of Mental Health Court Services is responsible to the Deputy Director of Mental Health Services for the direct supervision of mental health services within the Montgomery County criminal courts.

EXAMPLE OF DUTIES:

Provides clinical and administrative supervision of Mental Health Services/Treatment Court Program case management and clinical staff.

Consults with program staff about cases, ensuring services are delivered in accordance with program policy and procedures and within a timely manner.

Supervises operations of the Mental Health Treatment Court, in accordance with established policies and procedures for providing integrated treatment and criminal justice case management to mentally ill defendants.

Coordinates the completion of the application process for prospective participants including gathering of application materials and communicating with attorneys, assessment professionals, and probation officers (May include direct client screening or assessment interviews).

Attends monthly mental health court case staffings and court hearings.

Liaisons between mental health court services/treatment court, courts, attorneys and other community agencies such as the local mental health authority, Sheriff's department, probation department, substance abuse treatment programs, etc.

Surveys mental health court participants and community partners and stakeholders periodically to obtain feedback on operations and effectiveness of mental health court.

Conducts mental health/substance abuse treatment services utilizing evidence-based practices.

Provides crisis intervention when needed for program clients.

Performs other assigned duties.

REQUIREMENTS:

Training and Experience:

Master's degree in social work, counseling, or psychology conferred by a college or university accredited by an accrediting organization recognized by the Coordinating Board, Texas and College University System.

Licensure as an LPC, LMFT, LCSW, PhD/PsyD is required.

3-5 years of relevant experience is required.

Special Knowledge, Skills, and Abilities:

Knowledge of:

- Common mental health diagnoses and addiction
- Relevant confidentiality requirements, policies and procedures
- Conflict resolution strategies

Skills and abilities to:

- Monitor treatment services provided to mental health court participants in accordance with agreed upon standards
- Manage multiple priorities encountered in managing participants and adhering to court procedures and requirements and meet necessary deadlines
- Provide information to stakeholders about the operations and the outcomes of the mental health court
- Develop/Implement written policies and procedures, memoranda of agreement, and participant information materials
- Communicate effectively verbally and in writing
- Communicate effectively and sensitively with culturally and economically diverse populations

Additional Requirements:

Must be able to work evenings and weekends as required

Must have a telephone at which he/she can be reached

Must possess a valid Texas Driver's License (if employee is coming to this position from another state, this requirement must be met no later than 30 days following the date of employment)