



Eleventh Judicial Circuit of Florida
**Judicial Services Coordinator 1 (Criminal Justice Intensive
Case Manager) (County Grant Funded)**

SALARY	\$43,806.30 Annually	LOCATION	33125, FL
JOB TYPE	Full-Time	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	2024-9225	DIVISION	County Criminal Division
UNITS	Criminal Mental Health Project	OPENING DATE	04/11/2024
CLOSING DATE	4/25/2024 11:59 PM Eastern		

Description

Salary is Non-Negotiable. The successful candidate will be hired at the minimum salary. The position is currently funded until October 31, 2024. Funding for this position beyond October 31, 2024 is subject to approval.

The position will provide assertive outreach to high-risk, high-need individuals that are at risk of and/or involved in the criminal justice system. It will focus on both mental health and criminal justice outcomes. The goals of Criminal Justice Intensive Case Management Team include reducing admission to acute care treatment services, as well as reducing arrest and incarceration. Case Managers will be specially trained to address criminogenic risk and needs associated with the target population and will possess expertise in working with the criminal justice system. The position will help to bridge the gap between institutional care (jail/hospitalization) and community services. The Intensive Case Manager will provide immediate support upon community reentry as well as access to needed psychiatric, medical, social, residential, financial, and other services as necessary to achieve recovery and community integration.

This position is eligible for a hybrid remote work/onsite schedule after a 90-day period, as outlined by existing Circuit policies and procedures.

Responsibilities

- Conducts assertive outreach to include providing face to face services in the community.
- Links and coordinates with community-based service providers and long-term care facilities.
- Monitors service delivery by maintaining regular contact with participants and service providers involved with participants.
- Partners with Peer Specialist to ensure participant is engaged and actively involved in rehabilitation process.
- Introduces participants to providers, caregivers and assists the individual to negotiate ground rules for relationships.
- Ability to accompany participants to necessary appointments.
- Assists program participants with access to community-based treatment and services in a time sensitive manner.
- Evaluates basic needs such as food, medical care, medication, and entitlements.
- Identifies and strengthens formal and natural supports.
- Maintains case documentation including progress notes and all other relevant information to assists participants in complying with program requirements.
- Maintains a caseload of clients and monitors their participation in the treatment program through case management appointments, reviews progress reports, and provides case review updates to treatment personnel.
- Prepares and presents written and oral status reports to the criminal justice system team in a timely manner regarding participant progress.
- Investigates and recommends supportive services for clients.
- Provides information to the court regarding the participant.

- Performs related work as required.

Qualifications

- Bachelor's degree in criminal justice, psychology, sociology, public health, or related field.
- Two (2) years of practical experience in community mental health, forensic mental health, or criminal justice. Mental health experience preferred.
 - Master's degree preferred.

Knowledge, Skills and Abilities (KSAs):

- Knowledge of issues related to criminal justice, community mental health, case management and community resources.
- Ability to utilize a computer and software, such as Microsoft Office Suites, to include but not limited to Outlook, Word, Excel, Zoom, Internet Explorer, etc.
- Ability to communicate effectively orally and in writing.
- Ability to follow oral and written instructions.
- Detail-oriented and goal-oriented.
- Ability to maintain complex records.
- Ability to establish and maintain effective relationships with co-workers, the judiciary, court administration, and other agencies.
- Bilingual in English and Spanish preferred.

Working Conditions/Physical Demands/Licenses Certifications

Working Conditions:

Moderate noise; business office setting.

Physical Demands:

Work involves a significant amount of standing, walking, sitting, typing, talking, listening, stooping, and reaching with hands and arms; must be able to transfer up to 10 pounds.

Agency

Eleventh Judicial Circuit of Florida

Address

175 NW 1st Avenue
Suite 2400
Miami, Florida, 33128

Phone

(305) 349-7351

Website

<https://www.jud11.flcourts.org>