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**JOB ANNOUNCEMENT
WAYNE COUNTY PROBATE COURT**

OFFICIAL JOB TITLE: Behavioral Health Liaison
Behavioral Mental Health Unit

FLSA Status: Exempt – Salary – Administrative/Executive

GENERAL DESCRIPTION: This position is responsible for providing guidance, administration, liaison between the Court and the BHU division and supervision of program operations.

RESPONSIBILITIES:

- Interacts and works with numerous stakeholders, including but not limited to, the Wayne State University's Center for Behavioral Health and Justice (CBHJ)
- Manages the Behavioral Health Unit (BHU)
- Interacts with and trains the public and other entities (hospital staff, jails, police departments, mental health service providers, prosecutor's office, district courts, etc.)
- Ensures compliance with the mission of the Wayne County Jail\Mental Health Initiative (WCJ\MHI), particularly in the areas of Assisted Outpatient Treatment (AOT)\Familiar Faces, Information Sharing and Problem Solving, Sober Center and Crisis Drop-off, Certified Community Behavioral Health Center (CCBHC) and Diversion as well as other identified best practices.
- Monitor court system procedures including transition of clients from court system to community treatment; confer with appropriate stakeholders to ensure engagement and system efficiency.
- Maintain on-going communication with all stakeholders including court, criminal justice, Corrections, Corrections Health Services, Behavioral Health, families and other community stakeholders.
- Manage and direct staff effectively.
- Accomplishes department objectives by managing staff, planning and evaluating department goals.
- Develop departmental goals related to the department's expectations.
- Develops methods of employment engagement in order to carry out the mission and goals of the operations.
- Monitors, communicates direction related to the departments goals and expectations.
- Assist Project Director with forecast of budget and track spending to ensure compliance.
- Plans for staffing needs
- Works with Human Resources to recruit, interview, select, hire, and employ the appropriate number of staff as well as discipline, compliance etc.
- Provides coaching, mentoring and development of staff.
- Evaluates employees effectively.
- Prepare monthly, quarterly and annual reports.
- Ensure quality standards are maintained.
- Conduct Quality Improvement monitoring activities as assigned and inform appropriate parties of deviations and improvement needs.
- Monitor and assure accuracy, timeliness, and consistency of all documentation.
- Ensure timely submission of all necessary data collection, outcome reporting and other administrative functions.
- Assist with grant-writing as needed
- Performs related work as required.

QUALIFICATIONS: Graduate from an accredited college or university with a Master's degree in criminal justice, psychology, business administration, public health or related fields and three (3) years of practical

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experience in behavioral health/social services and/or the criminal justice field or any equivalent combination of education and experience that provides the following knowledge, skills and abilities:

- Knowledge of issues related to criminal justice, community mental health, case management and community resources.
- Knowledge of personal computer software, i.e. Microsoft Office, Internet Explorer, etc.
- Ability to communicate effectively orally and in writing.
- Ability to follow oral and written instructions.
- Detail-oriented, goal-oriented and self-directed.
- Ability to maintain complex records.
- Ability to establish and maintain effective relationships with co-workers, the judiciary, court administration, and other agencies.
- Ability to collaborate, function as part of a team and enhance work flow of the unit.
- Proficient with data input, Excel, and power point presentations; ability to analyze data and construct charts and graphs.
- Experience working with marginalized communities, extremely preferred.
- Well versed and experienced with diversity, equity and inclusion

PHYSICAL DEMANDS: Work involves significant amount of standing, sitting, talking, listening, stooping, and reaching with hands and arm; must be able to transfer up to 10 lbs.

If you are interested in this position, please email your resume and cover letter to employment@wcpc.us.

***NOTE: THIS IS AN APPOINTED POSITION
OTHER CONTRACTUAL RIGHTS MAY APPLY BUT DO NOT CONTROL THIS POSITION
AMERICANS WITH DISABILITIES INFORMATION IS AVAILABLE IN THE PERSONNEL OFFICE
AN EQUAL OPPORTUNITY EMPLOYER***