

STATE MENTAL HEALTH COURTS OPERATIONS ANALYST

The State Mental Health Courts Operations Analyst (“the Analyst”) performs advanced professional work under the direction of the Director of Intervention Courts (“the Director”) and provides technical and administrative assistance to the Director, State Intervention Courts Advisory Committee, and local courts to ensure more efficient and effective operation of mental health court programs.

The State Mental Health Courts Operations Analyst will be primarily responsible for:

1. Researching national trends, best practices, rules and policies and procedures of state mental health courts throughout the nation;
2. Monitoring legislation affecting mental health courts and informing the State Intervention Courts Advisory Committee and the local courts of the legislation’s effect on mental health courts;
3. Writing and establishing rules, policies and procedures for new mental health courts for adoption by the State Intervention Court Advisory Committee;
4. Ensuring and monitoring each mental health court’s compliance with applicable federal and state laws as well as state and local rules, policies, and procedures;
5. Attending the meetings of the State Intervention Courts Advisory Committee and updating said committee at each meeting or when requested on the status of mental health court matters;
6. Recommending revisions and modifications to the rules, policies, and procedures adopted by the State Intervention Court Advisory Committee;
7. Collecting data from mental health courts and performing statistical analyses as to the overall effectiveness of mental health courts as well as the effectiveness of each mental health court in the state;
8. Monitoring and evaluating mental health court data for presentation of the information to the State Intervention Courts Advisory Committee, the Chief Justice, and the Legislature;
9. Assessing local mental health court training needs and developing and providing mental health courts with continuing professional education;
10. Assisting, advising, and training in the implementation of the Intervention Courts Case Management system (“DCCM”) for use by local mental health courts;
11. Assisting in developing, organizing, coordinating, and maintaining systems for uniform record keeping of mental health court data;
12. Visiting mental health courts and reviewing programs as needed to ensure compliance with federal laws, applicable state laws, and state and local rules, policies, and procedures;
13. Researching, writing and securing mental health court grants.
14. Assisting in the certification of new mental health courts and the re-certification of existing mental health courts; and
15. Performing such other mental health court related duties assigned by the Director of Intervention Courts or the Director of the Administrative Office of Courts or designee.

Qualifications:

Master's degree in counseling, social work, or a counseling related field or an equivalent from an accredited college or university.

Independent license preferred, however comparable certifications and experience will be acceptable in lieu of an independent license.

One year experience working with the criminal justice system.

Five years post Master's experience working in the mental health field with experience in treating co-occurring disorders.

Experience using, and knowledge of, evidenced based practices for the treatment of mental illness and substance abuse.

Salary range: \$63,000-\$68,000, depending on experience and education.

Send Resume by September 27, 2019, to: interventioncourts@courts.ms.gov

Created 8.28.19