



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 26501

POSITION TITLE: RESOURCE COORDINATOR II **JG:** 18

LOCATION: SUPREME COURT, KINGS COUNTY
MENTAL HEALTH COURT

BASE SALARY: \$51,783 + \$3,697 Location Pay

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Bachelors Degree from an accredited college or university and two (2) years of satisfactory full-time experience in social casework with a recognized public or private agency adhering to accepted professional standards; **or** Credentialed Alcoholism and Substance Abuse Counselor (CASAC) and three (3) years of satisfactory full-time experience in social casework with a recognized public or private agency adhering to accepted professional standards; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Resource Coordinators II report to the Chief Clerk and Project Director and work in problem solving parts and units throughout the Unified Court System. Resource Coordinators II are responsible for establishing and maintaining relationships with community partners and service providers. Resource Coordinators II act as liaisons between the court and Case Managers and act as the courtroom representative for problem solving parts and units and supervise two (2) or more Case Managers, or have responsibility for the operations of multiple problem solving parts or multiple geographic locations. Resource Coordinators II prepare written reports, update computer programs and maintain case files. Resource Coordinators may also perform other related duties.

ASSIGNMENT:

This position will be assigned to the Kings Supreme Court, Mental Health Court located at 320 Jay Street. Duties will include, but are not limited to: Maintaining Mental Health Court database; completing activity sheets; biweekly and annual statistical reports; interaction with Judge, ADA, and DA as needed; communication and coordination with DOHMH re discharge planning and mental health services; weekly review of referrals with Project Director re clinical assessment of participants; ongoing development of housing and treatment provider network; coordination of referrals for psychiatric evaluation and psycho-social assessments; oversight of court-based clinical team as needed; coordination of treatment team meetings as needed; responsibility for caseload of 20+ Severely and Persistently Mentally Ill adults (SPMI), including coordinating placement, communication with treatment providers, intensive monitoring of mentally ill felony offenders and crisis intervention.

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf) a resume and cover letter by email to KCSC-Employment@nycourts.gov (please reference posting #26501 in subject line) or by mail to:

PATRICIA CREEGAN
SUPREME COURT, KINGS COUNTY - CRIMINAL TERM
HUMAN RESOURCES DEPARTMENT
320 JAY STREET, Room 4.110
BROOKLYN, NY 11201

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: June 5, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 19, 2015

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