

Jail Liaison Program

Mental Health Jail Liaison Specialist

A collaborative position of the Alcohol, Drug and Mental Health Services (ADAMHS) Board of Cuyahoga County and the Cuyahoga County Common Pleas Court funded through December 31, 2021.

Job Title: Mental Health Jail Liaison Specialist

Reports to: Mental Health and Developmental Disabilities (MHDD) Court Judges and Court Administration / ADAMHS Board Staff

Salary:

SUMMARY:

The Mental Health Jail Liaison Specialist will oversee specific functions of the Jail Liaison Program related to Mental Health and Developmental Disability (MHDD) Court dockets and will provide coordination, direction, leadership and oversight to agency Jail Liaisons. The specialist will serve as the point person between the Jail Liaisons, the Jail, and MHDD Court dockets. The Mental Health Jail Liaison Specialist will be responsible for monitoring and compliance pertaining to specific activities and goals of the Jail Liaison Program related to the MHDD Court dockets.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

1. Communicate regularly with judges regarding MHDD pretrial defendants and provide swift access of real-time information to the Court.
2. Communicate regularly with attorneys, prosecutors, MHDD team members, provider agency staff, medical and correctional staff and other stakeholders related to MHDD cases.
3. Act as the point of contact for Jail Liaisons and Jail staff to assist with procedural processes that will benefit both the clients and the institution to delivery of most effective and timely services.
4. Representative of Jail Liaisons during MHDD Pretrial hearings and any other hearings if liaison is unable to attend due to limitations of the Jail Liaisons ability to provide direct service to clients in the jail.
5. Assist with Northcoast Behavioral Healthcare referrals, procedures and communications to Jail Liaisons.
6. Attend MHDD pretrial hearings, sentencings and MHDD Court treatment team staffings to provide expertise and recommendations for the reintegration process.
7. Coordinate the activities of the Jail Liaison program by working on short and long term goals and rearrange work schedules to meet intended deadlines.
8. Identify clients at the First Appearance docket and arraignment room process for MHDD Court cases to determine appropriate linkage to community mental health agency based on prior involvement, level of needs the offender may have and community support. Provide possible reintegration plans at arraignment and/or First Pretrial with the MHDD judges, with assistance from Jail Liaisons.
9. Work closely with the County Jail's Mental Health Coordinator for identification of potential MHDD individuals currently incarcerated.
10. Implement changes to the Jail Liaison Program as related to the MHDD Court process, at the direction of the ADAMHS Board and MHDD Court Judges and Administration, to ensure accomplishment of goals more efficiently within time parameters.

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11. Coordinate Jail Liaisons effectively to ensure current and sound understanding of behavioral health and criminal justice needs/interventions and evidence based practices in the mental health and correctional fields; Provide information, training and constructive feedback to liaisons in order to meet standards and guidelines (e.g. advising and coaching staff) in specific evidence based practices that in concert with the ADAMHS Board and Cuyahoga County Common Pleas/ MHDD Court policies.
12. Assist in establishing standards for the Jail Liaison Program to maintain professional working relationship with Jail staff, MHDD Court team members and stakeholders (e.g. how to respond to judges in a courtroom or staffing setting, how to appropriately correspond with public, outside agencies or family members).
13. Attend to statistical information of Jail Liaison efforts to be submitted to the ADAMHS Board, provider agency, jail, and court; Perform monthly reports of accomplishments to compare with program goals related to MHDD Court.
14. Provide training or input to Jail Liaisons, superiors and stakeholders; Conduct regular meetings with Jail Liaisons to review caseloads and reintegration process; Orient new Jail Liaisons; Supply on-going coaching of Jail Liaisons for continued skill development; Identify and recommend training needs for the Jail Liaison Program related to MHDD Court.
15. Cultural competency and the ability to respond to a variety of staff and offenders.
16. Make recommendations to Jail Liaisons and community mental health agencies when appropriate.
17. Contribute to formal evaluations of Jail Liaisons in conjunction with the provider, ADAMHS Board and MHDD Court administration staff.
18. Assist with out-of-county residents with reintegration and warm hand-off to their community mental health agency in their county of residence.
19. Assist with MHDD defendants who do not have a provider agency within the jail setting to create reintegration planning efforts to submit to MHDD Court Judges and administration staff.
20. Oversee the development of accurate MHDD reintegration plans throughout pretrial process (arrest, arraignment, first pretrial, additional pre-trials, pleas when possible, and sentencings) and post-conviction (MHDD Court team staffing, probation violation, local jail time) submitted by Jail Liaisons.
21. Conduct meetings at least weekly to ensure Jail Liaisons are maintaining current and active MHDD caseloads.
22. Perform a variety of other related duties as required (e.g. performing Jail Liaison activities in their absence, working with consultants for research purposes, responding to judges for technical assistance, etc.).
23. Attend monthly meetings and as required with Jail Liaisons and ADAMHS Board of Cuyahoga County representative.

KNOWLEDGE, QUALIFICATIONS SKILLS, AND ABILITIES

To perform this job successfully, an individual must demonstrate the following:

1. Excellent oral, written and interpersonal communication and interviewing skills (e.g. ability to listen effectively, explain complex issues in a comprehensive manner, prepare accurate and logical reports pertinent to defendant).

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2. Ability to guide/navigate Jail Liaisons effectively (e.g. assess and resolve problems throughout the behavioral health and criminal justice systems).
3. In-depth Knowledge of the behavioral health and criminal justice system, current research and trends within each field (e.g. Evidence based practices, criminogenic needs, Risk Need Responsivity Model, Sequential Intercept Model, Trauma informed care, victim awareness).
4. In-depth knowledge of available mental health and substance abuse treatment options at the provider agency and other agencies (including community correction programs).
5. Demonstrated knowledge of shelter diversion techniques to allow for expertise to assist in proper housing recommendations.
6. Ability to make recommendations and decisions for the Jail Liaison Program (e.g. analyzing assessment information to make recommendations which meet program needs and criminal justice requirements).
7. Comprehensive computer skills, including word processing, spreadsheet and/or database software, electronic mail system and internet browser are required.
8. Ability to work collaboratively, constructively and positively in a team environment; Ability to build constructive working relationships with judges, probation officers, correctional staff, medical staff and other stakeholders.
9. Ability to conduct audits and other continuous quality improvement efforts and provide necessary coaching and supports.
10. Ability to accept responsibility for effective coordination, implementation and sustainability of the program (e.g. sound administrative, leadership and motivational skills to effectively coordinate the program)
11. Ability to maintain sensitive and confidential information and maintain the highest ethical standards, including other agency case management systems (jail records, court records, electronic medical records).
12. Professional appearance and demeanor at all times.

MINIMUM EDUCATION AND EXPERIENCE

- Master's Degree in Social Work from accredited school.
- Licensed Independent Social Worker (LISW) or Licensed Professional Clinical Counselor (LPCC).
- Three years of counseling experience or equivalent combination of training and experience.
- Chemical Dependency experience.
- Preferred: Management or supervisory experience.