



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 24104

POSITION TITLE: RESOURCE COORDINATOR III JG: 21
LOCATION: SUPREME COURT, NEW YORK COUNTY - CRIMINAL TERM
BASE SALARY: \$58,298 + LOCATION PAY \$3,697
CLASSIFICATION: NON-COMPETITIVE / TEMPORARY
THIS POSITION IS TEMPORARY SUBJECT TO GRANT FUNDING FOR TWO (2) YEARS

QUALIFICATIONS: Master's Degree from an accredited school of social work and one (1) year of satisfactory full-time experience in social casework with a recognized public or private agency adhering to accepted professional standards; **or** Bachelor's Degree from an accredited college or university 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** Credentialed Alcoholism and Substance Abuse Counselor (CASAC) and four (4) 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.

Preference will be given to candidates with a Master's Degree in social work or psychology, three or more years of experience working with individuals with serious mental illnesses in a community-based setting, and knowledge of the criminal justice system.

DISTINGUISHING FEATURES OF WORK: Resource Coordinators III report to the Project Director and/or Chief Clerk and work in problem solving parts and units throughout the Unified Court System. Resource Coordinators III are responsible for analyzing cases, determining treatment, counseling and intervention options in order to make recommendations to the Court. Resource Coordinators III act as liaisons between the Court and Case Managers and act as the courtroom representative for problem solving parts and units. Resource Coordinators III supervise five (5) or more case managers, or have responsibility for the operations of multiple problem solving parts or multiple geographic locations. Resource Coordinators prepare written reports, update computer programs and maintain case files. Resource Coordinators may also perform other related duties.

ASSIGNMENT: The Manhattan Mental Health Court (MMHC) is a dedicated court part that links felony offenders with serious mental illnesses to community-based services as an alternative to incarceration. The Resource Coordinator is responsible for managing the operation of the court by reviewing all eligible defendants and facilitating the assessment and pleas processed in a timely manner. The RC serves as the primary liaison between the courtroom and the MMHC community case manager for all treatment related matters. The RC also provides on-going information and assistance to all courtroom personnel involved in case processing on treatment issues and serves as a member of the decision-making team in the courtroom. In addition, the RC must possess clinical understanding as the RC must supervise MMHC assessments and coordinate referrals to MMHC case managers. The RC supervises and oversees the exchange of all treatment-related information among the clinical staff, court case managers and the court to ensure that courtroom instructions are disseminated to treatment staff. The RC forms new linkages with treatment programs to focus on the special social service needs of the participants in the MMHC (including services for veterans and trauma-informed care). The RC works with mental health agencies to provide training on mental health topics to judges, lawyers, and other legal and criminal justice personnel. The RC reports directly to the MMHC Judge and participates in team meetings related to MMHC participants' progress, maintains accurate records related to the participants progress, and enters relevant data in the Uniform Treatment Application (UTA) data system. The RC prepares reports for monitoring agencies and the Office of Court Administration.

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 <http://www.nycourts.gov/careers/UCS5.pdf>) and a resume to:

Barry Clarke, Esq.
Chief Clerk VII
Supreme Court, New York County - Criminal Term
100 Centre Street - Rm 1010
New York, NY 10013

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: December 22, 2011

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: January 13, 2012

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.
