

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Criminal Justice Mental Health Clinical Coordinator  
**Job Code:** 8012  
**Pay Grade:** 69  
**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Assists the Court to develop, implement and coordinate an efficient and effective mental health program. Develops program goals and objectives, a network of community mental health evaluators and resources, and coordinates administrative, clinical and mental health functions in support of mental health court, competency to stand trial and related proceedings, and civil commitment proceedings per Title 36, Chapter 5.0 - Mental Health Services provisions and procedures.

### **ESSENTIAL FUNCTIONS:**

- Serves as the Superior Court, Pima County, Clinical Liaison pursuant to A.R.S. §13-4513.
- Coordinates the operations of the Mental Health Court (MHC) and performs as liaison to the MHC Team.
- Monitors the quality of Rule 11 evaluations and the timeliness of reports from evaluations.
- Develops and coordinates training programs for evaluators related to evaluations for Rule 11 defendants, sexually violent persons and Intelligence Quotient (IQ) testing.
- Assists the Court in the following:
  1. Develops and maintains a standardized report format for Rule 11 competency to stand trial evaluations and reports,
  2. Develops and modifies the standard orders and notices used in the Rule 11 process, and guilty except insane commitments pursuant to A.R.S. § 13-4501 et seq., Sexually Violent Offender cases pursuant to A.R.S. § 36-3701 et seq. and A.R.S. Title 36, chapter 5 and monitor the effectiveness of the changes, and
  3. Develops standards for Rule 11 evaluations, provides training, and establishes expectations for local behavioral health providers (BHP) and provides technical assistance to evaluators as necessary.
- Develops relationships, acts as a liaison, and communicates regularly with local behavioral health providers, local regional behavioral health authority, Pima County Adult Detention Center, Kino (UPH) Hospital, Jail and juvenile court detention center medical providers and county and state agencies around mental health issues involving cases before the court.
- Monitors the status of adult and juvenile competency evaluations in compliance with Rule 11 and ensure defendant information is submitted to the court timely as required and court hearings proceed as scheduled. Attends court to address case issues and concerns raised by the Judge as needed.
- Monitors and coordinates defendant's schedule for the continuity of care following the restoration of competency, acts as liaison between the court, the community and corrections.

- Coordinates the required attendance of attorneys, probation officers, BHP and others to court hearings.
- Identifies clinically appropriate alternatives to the Arizona State Hospital for criminal defendants and juveniles for restoration to competency. Monitors the quality and timeliness of reports and recommendations from the restoration to competency provider.
- Confers with the criminal and juvenile benches regarding procedures for cases involving Rule 11 evaluations, sexually violent persons (SVP) and intelligence quotient (IQ) evaluations in capital cases.
- Monitors cases of those defendants found guilty but insane pursuant to ARS 13-4512.
- Educates the community and treatment providers regarding behavioral health issues as they impact the criminal justice system and behavioral health providers.
- Coordinates and monitors pre-trial, pre-sentencing and post-sentencing defendant competency evaluations, treatment and all related billings.
- Assists with the financial planning of mental health programs by researching potential funding sources, initiating grant applications and coordinating the implementation of received grants.
- Coordinates with the Judge and information technology staff the design, development and maintenance of a mental health website for the court.
- Collects and researches data concerning mental health defendant activities related to defendant's referral for competency evaluations, defendant's progress in various programs and/or restoration. Develops analytical reports from the data and presents the material to the Judge.
- Troubleshoots policy issues that affect mental health program operations and other issues such as communication breakdowns with Pima County jail staff and behavioral health providers.

**ADDITIONAL RESPONSIBILITIES/DUTIES:**

- In connection with competency evaluations, identifies and collects information from collateral sources to be provided to evaluators and restoration providers, which may include conducting interviews and when necessary compiling defendant psychosocial histories.
- Coordinates the development of local restoration to competency programs with County agencies that will meet the needs of the Court.
- Performs other related tasks and projects as required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of local and state treatment facilities and modalities for the mentally ill/incompetent; aftercare facilities that are available in defendants' locale; the methods and objectives of mental health evaluation and treatment practices; and DSM IV Diagnostic Definitions and Practice.
- Must have knowledge of the Department of Economic Security/Division of Developmental Disabilities Service /Regional Behavioral Health Authority Delivery Systems.
- Must have basic knowledge of criminal and civil commitment laws as they affect the mentally ill. Must have basic knowledge of court procedures and the criminal justice system.

- Must have the skills to critique diagnoses and evaluations performed by clinical evaluators.
- Must have the skills to operate a desktop computer for automated case tracking, conducting research, analyzing data and creating reports and other correspondence.
- Must have the ability to use PowerPoint, develop and make presentations to groups.
- Must have the ability to communicate, coordinate and work effectively with a wide variety of Superior Court judicial officers, attorneys, mental health providers, related county departments, community agencies and the public.

**MINIMUM REQUIREMENTS:**

A Doctoral degree in social work, psychology or a related field and two years experience working with seriously mentally ill individuals in a clinical and/or institutional setting; Or, a Master's degree in social work, psychology or a related field and four years experience working with seriously mentally ill individuals in a clinical and/or institutional setting. Forensic experience is preferred.

**LICENSES AND CERTIFICATES:**

Licensed Psychologist; Or, with the Masters Degree a Licensed in Arizona as a Licensed Behavioral Health Provider, Licensed Clinical Social Worker (LCSW), Licensed Master Social Worker (LMSW), Licensed Professional Counselor (LPC).

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to the Deputy Court Administrator and works closely with Judicial Officers. The incumbent performs work under general supervision and has lead responsibilities for the work of division support staff.

Date: 02/23/06

Revised: 03/15/06; 10/21/08