



Mental Health Court Case Manager - #2384

Location

Leon County Mental Health Court Project, 2634 Capital Circle NE, Tallahassee, FL 32308

Qualifications

- Bachelor's degree from accredited university or college with a major in counseling, social work, psychology, or other related human services field; or
- Bachelor's degree from accredited university or college with other major, and two (2) years of full-time experience working with severely and persistently mentally ill adults.
- Experience working in a forensic setting preferred.

Requirements

- Current and valid driver's license with no more than six (6) points.
- All Apalachee Center, Inc. employees are required to undergo a criminal background check, Department of Motor Vehicles check, employment references check, and drug screening.

Description

- Shift is Monday - Friday, 8:00 a.m. - 5:00 p.m.
- Serve as liaison between the mental health court and all other court entities and mental health service agencies.
- Coordinate the timely disposition of all cases on the mental health felony and misdemeanor dockets.
- Gather and maintain up to date information and files on all defendants on the mental health dockets.
- Coordinate and attend weekly staffing for the mental health court.
- Monitor the scheduling of all mental health dockets and attend all mental health dockets.
- Coordinate and ensure the understanding of all court ordered sanctions for defendants in the mental health division.
- Coordinate all status hearings for the mental health dockets.
- Report statistical information on a monthly basis to project coordinators.

Benefits

This position is eligible for medical and dental insurances at 79% paid by Apalachee, group life and long-term disability insurances at 100% paid by Apalachee, and profit sharing plan at 100% paid by Apalachee. Additional benefits available at employee expense are cancer, accident, and short-term disability insurances.

How to Apply

Submit or mail a completed Apalachee Center Employment Application to:

Human Resources Department
2634-J Capital Circle NE
Tallahassee, FL 32308

Faxed applications are not accepted. Resumes, CVs, or other supplemental materials are not accepted in place of a completed Employment Application, but may be submitted in addition to a completed application.

Please notify the Human Resources Department in advance if you require special disability accommodations to participate in the employment process.