

ADMINISTRATIVE OFFICE OF THE COURTS
JOB ANNOUNCEMENT

Official Job Title: **Administrative Assistant III (Veterans Treatment Court Intake Specialist) - Circuit Criminal Division (State OPS Funded)**

Unit Name: Case Management

Division: Court Support

\$21.66 - \$23.83 HOUR (StateOPS Funded) (FULLTIME) + Benefits
40 hours

Occupation Code: Administrative Assistant III

Working Title: Veterans Treatment Court Intake Specialist

To apply, please visit our website at www.jud11.flcourts.org

Salary commensurate with qualifications and experience. The position is currently funded until June 30, 2023. Funding for this position beyond June 30, 2023 is subject to approval. Applications will be accepted until the position is filled.

Description:

Veterans Treatment Court is one of eight Problem-Solving Courts operating in the Eleventh Judicial Circuit. The goal of problem-solving courts is to facilitate rehabilitation of carefully screened and selected defendants who are willing to try to change their behavior. Instead of a jail sentence, defendants are given counseling, treatment for their addictions or illnesses, educational assistance, and healthcare support. After successfully completing all phases of treatment, participants graduate and are released from court supervision. Successful completion from the program may result in a reduction or dismissal of the pending charges or the imposition of a more favorable sentence, depending on the terms of the participant's individual contract. Upon graduation, first-time offenders will have their case nolle prossed (no prosecution) and may qualify to have their arrest record sealed or expunged. For other offenders, their case may result in adjudication withheld.

The essential function of this position within the organization is to perform preliminary eligibility screenings for veteran defendants who have been identified as potential participants for Veterans Treatment Court (VTC), and to conduct comprehensive biopsychosocial intake assessments for all Veterans Treatment Court participants once they have officially been accepted into the program. Working relationships will be established with judges, Office of the State Court Administrator, staff of state and local government agencies, treatment professionals, and the public. The position works under the supervision of the Veterans Treatment Court Coordinator and work is reviewed for the achievement of desired results, timeliness, and accomplishment of assigned tasks adhering to established policies and procedures. The ideal candidate would be highly motivated, possessing a strong work ethic and ability to advocate for Veterans Court and its participants. An empathic individual with insight into mental health, substance abuse, and recovery is preferred. The ideal candidate would be highly motivated, possessing a strong work ethic and ability to advocate for Veterans Treatment Court and its' participants. An empathic individual with insight into mental health, substance abuse, and recovery is preferred.

This position is eligible for a hybrid remote work/onsite schedule after a 90-day period, as outlined by existing Circuit policies and procedures.

Working Conditions:

Moderate noise; business office setting.

Physical Demands:

Work involves a significant amount of standing, walking, sitting, talking, listening, stooping, and reaching with hands and arms; must be able to transfer up to 10 pounds. Must have the ability and willingness to travel to different locations throughout Miami-Dade County.

Qualifications:

- Bachelor's degree from an accredited college or university in the field of psychology, counseling, human/social services or related fields. Additional relevant experience may substitute for the recommended level on a year-for-year basis.
- Three (3) years of experience conducting intakes, assessments, and admissions with a substance abuse/mental health population. Additional relevant education may substitute for the recommended educational level on a year-for-year basis.

Knowledge, Skills and Abilities (KSAs):

- Knowledge of the Diagnostic and Statistical Manual of Mental Disorders (DSM-V).
- Knowledge of co-occurring mental health and substance use disorders.
- Knowledge of the 12-Step Programs (addiction and recovery).
- Understanding of the mental health system and the process of accessing substance abuse treatment in Miami-Dade County.
- Ability to administer assessment and screening tools, including those that place individuals in tracks based on criminogenic risks and treatment needs.
- Ability to conduct a clinical interview.
- Ability to provide crisis intervention if needed.
- Ability to use independent judgment and discretion concerning confidential information.
- Proficient in the use of Microsoft Office Suite software programs to include Microsoft Word, Excel, and database applications.
- Ability to express ideas clearly and concisely, orally and in writing, by applying correct English grammar, spelling, and punctuation.
- Ability to plan, maintain accurate records, and prepare reports.
- Ability to organize work, establish priorities and meet deadlines.
- Ability to establish and maintain effective relationships with the judiciary, personal staff, supervisor, co-workers, court administration, service providers, participants and the public.
- Ability to work independently as well as in a team setting.

Responsibilities:

- Processes and monitors all incoming referrals to the program.
- Provides potential participants with an overview of the VTC program and its expectations.
- Performs preliminary screenings at jail facilities or by appointment to determine program eligibility for potential participants.
- Conducts comprehensive biopsychosocial intake assessments in a criminal justice environment for all VTC participants.
- Identifies and explores the risks and needs of the participants.
- Collects any relevant information pertinent to the treatment needs of the participant.
- Determines the appropriate level of care for participants.
- Maintains proper and up-to-date case participant documentation, records and completes all relevant intake paperwork.
- Provides recommendations to the Court.
- Participates as an active team member.
- Maintains effective relationships with treatment providers and referral sources as needed.
- Communicates with new referral sources about program components.
- Performs related tasks and duties as required and assigned.