

MENTAL HEALTH COORDINATOR

DEFINITION

Under general direction, to coordinate the scheduling and conduct of mental health certification hearings for the Superior Court of California, County of San Francisco; to ensure the proper and timely delivery of required reports; to assist with the conduct of hearings; to consult with mental health hearing officers and attend hearings, as necessary; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialist class for ensuring the timely scheduling and conduct of mental health certification reviews. The incumbent performs a variety of background reviews and assessments, prepares analyses of pending hearings for Hearing Officers, and assists with the conduct of hearings, and ensures timely preparation of assessment reports, as necessary.

REPORTS TO

Chief Executive Officer, Assistant Chief Executive Officer, or Court Administrator, as assigned.

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Develops and coordinates mental certification review and hearing schedules, ensuring the proper and timely conduct of hearings; reviews court files, certification documents, medical charts, and related materials to gather appropriate background information; develops information summaries and analyses for use by Hearing Officers; may conduct preliminary interviews with physicians, facility representatives, family members, attorneys, and advocates in the gathering of information; confers with Hearing Officers regarding the implications of preliminary findings; assists with the actual conduct of hearings when necessary; assists with the organization and preparation of hearing reports, ensuring timely delivery to requisite parties; may assist with mediation of issues prior to formal court proceedings; may provide formal testimony on investigative findings; provides general information to the public, outside agencies, and other concerned parties.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal

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Superior Court of California
County of San Francisco

Class Code: 0261
Date Established: 6/17/99
Date Last Revised:

range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office, court room, and a variety of environments and locations visited during investigations, including medical and mental health facilities ; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Provisions of the California Probate Code, Family Code, Welfare and Institutions Code, relevant statutes and rules of the California Judicial Council and the Superior Court of California, County of San Francisco, and other statutes relevant to mental health certification reviews.
- Legal and medical terminology and pleadings relevant to mental health certification reviews.
- Interviewing, mediation, and counseling techniques.
- Principles of individual and group behavior.
- Information development and report writing techniques.
- Basic knowledge of personal computers and software applicable to investigative work.

Ability to:

- Perform a variety of investigative work and information development pertinent to mental health certification reviews.
- Develop and coordinate hearing schedules.
- Understand, interpret, and apply appropriate provisions of statutes, rules, and policies applicable to mental health certification reviews.
- Perform a variety of complex document and case analysis and effectively communicate findings both orally and in writing.
- Prepare comprehensive and concise reports and recommendations related to mental health certification.
- Work effectively with people from a variety of socioeconomic backgrounds.
- Develop objective analyses and recommendations for use by Hearing Officers.
- Effectively represent the Superior Court of California, County of San Francisco with the public, attorneys, petitioners, and representatives of other government agencies and court systems.
- Maintain confidential information when required by legal or ethical standards.
- Establish and maintain cooperative working relationships with judicial officers, attorneys, litigants, petitioners, executive management, representatives of other governmental agencies contacted in the normal course of business, other staff and the general public.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of responsible work experience in developing information and recommendations related to mental health certification, preferably including direct experience in working with documents and procedures related to formal court cases.

Education equivalent to graduation from an accredited college or university with a Bachelor of Arts degree in sociology, psychology, criminal justice, or a closely related field.

Special Requirements:

Possession of a valid and current California Driver's License.

An incumbent may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are "at-will" employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.