



OFFICE OF THE DISTRICT ATTORNEY

Bronx County

Darcel D. Clark – District Attorney

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Coordinator

LEVEL: N/A

FUNCTIONAL TITLE:- Mental Health Case Assessment Screener

TITLE CODE NO: 56058

HIRING RATE: \$60,000

BUREAU/WORK UNIT: Mental Health Unit

SHIFT: M-F 9-5

WORK LOCATION: 265 E 161st Street

NUMBER OF POSITIONS: 1

JOB SUMMARY:

As part of the Alternatives to Incarceration Bureau, the Mental Health Unit of the Office of the District Attorney, Bronx County focuses on seeking just resolutions of criminal cases by utilizing mental health and other programs as an alternative to incarceration. The Unit also offers support to ADAs throughout the Office on cases involving defendants found unfit to proceed (CPL § 730) and those cases where defendants assert the defense of not responsible by reason of mental disease or defect (CPL § 330.20). The Mental Health Unit seeks a Mental Health Case Assessment Screener to assist in the prosecution of cases involving defendants living with mental illness or mental illness with co-occurring substance abuse, and those defendants with intellectual, cognitive and/or developmental disabilities. The Mental Health Case Assessment Screener will mainly assist with records review, advocacy, and collaboration with agencies providing services. The Mental Health Case Assessment Screener may also be utilized for supportive counseling and crisis intervention for crime victims and/or their family members.

ESSENTIAL FUNCTIONS:

1. Excellent interpersonal, oral, and written communication skills
2. Ability to both interact and be comfortable with a diverse population
3. Knowledge of the mentally ill population
4. Knowledge of the substance abuse population
5. Knowledge of resources in the community
6. Proficient in Microsoft Office, particularly Word, Excel and Outlook

JOB RESPONSIBILITIES:

Specific duties will include, but are not limited to, the following:

7. Extensive records review
8. Collaborating with Assistant District Attorneys
9. Advocating with public and private agencies as needed
10. Interviewing families of defendants to determine their needs
11. Explaining the criminal justice process as it relates to the dynamics of the mentally ill
12. All other duties as assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

13. **LCSW, LMHC, or LMSW required with at least 2 years' experience**
14. **Experience with the mentally ill population**
15. Past advocacy experience
16. Experience conducting and reviewing clinical assessments
17. Knowledge of the neighborhoods and population of Bronx County
18. Ability to work in a fast-paced, non-structured environment

To apply you must visit the BXDA Office website (www.bronxda.nyc.gov) and click on Career Opportunities.

POST DATE: 2/15/2017

POST UNTIL: Filled

JVN: 902-17-1351

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