

POSITION TITLE: Restoration Case Coordinator

CENTER:	Emergency and Short-Term Stabilization Services	DEPARTMENT:	Emergency Services
LOCATION:	500 Old Lynchburg Road Charlottesville, Virginia 22903		
FSLA STATUS:	Non-Exempt	INCLEMENT STATUS:	Non-Essential
GRADE:	9	SCHEDULE:	PRN
GROUP:		GROUP:	40
Job Requirements <input checked="" type="checkbox"/> Annual TB <input type="checkbox"/> Driving Consumers			

GENERAL STATEMENT OF RESPONSIBILITIES:

The incumbent assists in fulfilling the duties involved with conducting outpatient competency restorations for defendants found incompetent to stand trial who are referred to Region Ten CSB via court order. In Fulfilling position duties, the incumbent will conduct mental health assessment, therapeutic counseling, psychoeducation, defendant education related to court proceedings, and frequent written and verbal communication with stakeholders in the defendant's case. Court testimony related to defendants' fitness for trial may also be required. This position will require incumbent to stay up to date on the Virginia State Code as it relates to competency restoration and to be familiar with state provided resources for competency restoration. Written reports will have specific court appointed deadlines and must be completed timely. A high level of professionalism and excellent attendance is necessary.

The incumbent reports to the NGRI/MOT Coordinator, deferring to the Director of Emergency Services, should the coordinator be unavailable. Duties require proceeding alone under standard practices with referral of questionable situations to the supervisor or other staff as identified. Standard practices allow for the independent accomplishment of tasks and use of initiative for prioritizing the work schedule. In carrying out duties, s/he performs in accordance with applicable professional ethics and established Region Ten policies.

MAJOR DUTIES:

The essential functions of this job are starred below (*) under "Major duties."

1. *Guide defendants through outpatient community-based restoration of competency as dictated by Virginia State Code and as communicated by court order.
2. *Maintain up to date understanding of current legal and professional criteria for competency in the State of Virginia.
3. *Meet with defendants in person to work towards goal of restoration as dictated by best practices and to include the information dictated in the Adult Outpatient Restoration Manual for CSBs.
4. *Complete all court ordered reporting timely and as directed by the Courts.
5. *Communicate with NGRI/MOT coordinator about these timelines and necessary documentation requirements.
6. *Participate in defendant court proceedings, as necessary.
7. Coordinate with NGRI/MOT coordinator for remuneration for competence services rendered.
8. *Reviews previous documentation and maintains up to date records.
9. *Liaise and consult with other Region Ten staff and community providers.
10. *Assists with obtaining needed authorizations for services.
11. *Updates consumer record with insurance, address, and contact information.
12. *Provides required contacts and receives information for all entities related to the provision of ESSTS, to include but not limited to local magistrate, doctors, hospital admission units, local law enforcement, on-call staff, etc.
13. *Provides consultation with other stakeholders and community members regarding the civil commitment process, including Emergency Custody Orders (ECOs) and TDOs.
14. *Data collection and entry to maintain statistics related to grants and other projects.
15. *May assist in providing crisis intervention to individuals, including identifying protective factors and drafting safety plans.
16. *Documentation in EHR of activities as they relate to individual consumers.
17. Provides general office coverage to include scanning and photocopying.
18. Other duties as directed by supervisor.

QUALIFICATIONS:

EDUCATION:

- Bachelor's or master's degree in a human services program (preferred)

EXPERIENCE:

- Experience working with individuals with behavioral health needs for at least two years is preferred.
- Experience with court services.

CERTIFICATION/LICENSE:

- The incumbent in this position must possess QMHP status or qualify for QMHP status in the Commonwealth of Virginia (required).
- Complete QMHP status along with minimum 2 years' experience in community mental health, and Bachelor's Degree preferred.
- A master's degree in human services (preferred, not required).

KSAS

Knowledge of: Electronic Health Record; internet skills; standard office practices and procedures; use of equipment to include telephone, copier, fax, calculator and keyboard; standard business English; spelling; community resources; problem solving skills; statewide public mental health system; resources and treatment options available for the various populations in this community; general principles of record keeping; intellectual and developmental disabilities, mental health diagnoses, alcohol/substance abuse issues, and behavioral health crises; and confidentiality as it relates to crisis situations. Incumbent will deal with civil commitment procedures including Emergency Custody Orders (ECO) and Temporary Detention Orders (TDO), transportation options, voluntary and involuntary hospitalizations, including different criteria for children, adults and geriatrics; statutes related to emergency services. Knowledge of relevant statutes and issues is preferred.

Skills in: Typing; gathering, inputting, and organizing data; professional level of communication with a diverse range of people; public relations; crisis intervention theory techniques over phone; providing emergency consultation in a professional manner to clients, family members, police, sheriffs, magistrates, judges, courts, admission staff, doctors, hospitals and other community agencies; and report writing.

Abilities to: establish positive care-giving relationships with seriously mentally ill individuals; communicate effectively with all staff, consumers, and stakeholders/community partner agencies; complete paperwork and required documentation; work cooperatively as a team member with other care providers

POSITION ORGANIZATION CHART:

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Director III
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NGRI/MOT Coordinator
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Case Coordinator
    
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I have reviewed this job description and acknowledge the duties as well as the included KSA (knowledge, skills, abilities). I also understand the performance standards as they apply to this position.

Signature

Name Printed

Date