

## **Court Case Manager – Mental Health** **Court Program Specialist**

### **Distinguishing Characteristics of Work**

Caseflow management is a process to monitor the time and events involved in the movement of a case through the court system from the point of initiation to disposition. The case manager is responsible for following time standards set by Florida Statute for expeditious case dispositions. The case manager will be assigned to a specific division(s) and will work with the judge(s) in that division to help manage the cases. This will be accomplished by following mechanisms such as early screening, creation of event deadlines and continuous oversight and measurement of progress. The case manager also may perform some of the following tasks:

- Prepares and processes orders for competency and intellectual disability evaluations. Monitors completion of evaluations and distributes evaluations to participants.
- Recommends treatment and referrals to social service treatment programs for defendants.
- Reviews case files and maintains communication with participants for purposes of determining readiness for hearings.
- Attends hearings, provides information to the Court and participants about defendants' demographics and mental health treatment steps and court ordered compliance of social service treatment programs.
- Updates and maintains manual and/or automated case management system.
- Monitors and tracks cases of defendants on conditional release. Prepares orders for judges' signature.
- Prepares hospital commitment orders for judges' signatures and defendants' case information for Broward Sheriff's Office. Set up transportation of defendants to and from the hospital.
- Determines eligibility of defendants placed on Mental Health Probation. Prepares treatment plans and orders for judges' review.
- Identifies events and trends which impact negatively upon the timely progress of the case and provides reports to the Court and Administration.
- Maintains statistical data and records regarding activities conducted; maintains accurate records and filing of all work processed.
- Requires frequent visits to courtrooms when paged.
- Performs related work as required.

## **Court Case Manager – Mental Health** **Court Program Specialist**

### **Education & Training Guidelines**

Bachelor's degree in social work, psychology, criminal justice, or related field; supplemented by two years of supervised experience in legal case management that provides considerable knowledge of the court system and judicial process, with an emphasis in mental health and legal case management. Master's degree may substitute for a portion of the required experience.

### **Knowledge Skills & Abilities**

- Knowledge of court case management principles.
- Knowledge of community resources and ability to make appropriate referrals.
- Knowledge of Florida Statutes Chapter 916.
- Knowledge of courtroom protocol for mental health court hearings.
- Ability to interact effectively with professional and support staff.
- Ability to communicate clearly and effectively and make written and oral presentations to Judges and community representatives.
- Ability to maintain confidentiality and discretion concerning case management.
- Ability to use personal computer, word processing and software applications.
- Ability to analyze data and case information.
- Ability to identify problems and make recommendations for improvements.
- Ability to establish work priorities and meet deadlines.
- Timeliness and attendance are essential functions of the job.