



Date:	<i>Updated May 2022</i>
Job Title:	Behavioral Health/Criminal Justice (BH/CJ) Coordinator
Reports To:	Executive Director or as assigned

Nature of Work

The BH/CJ Coordinator is responsible for analysis, research, development, planning, and evaluation activities that support system improvements for the intersection of the Lucas County behavioral health and criminal justice systems. The BH/CJ Coordinator will: 1) Coordinate and facilitate a CJCC Committee focused on the intersection of the criminal justice and behavioral health systems with adequate and appropriate representation from each system to include but not be limited to the County Commissioners Office, City of Toledo Mayor’s Office, Lucas County Sheriff’s Office, Toledo Police Department, suburban law enforcement, Lucas County Common Pleas Court, Toledo Municipal Court, Suburban Court(s), Lucas County Prosecutor’s Office, City of Toledo Prosecutor’s Office, Toledo Legal Aid Society (TLAS), Lucas County Mental Health and Recovery Services Board (MHRSB), addiction service providers, and mental health service providers; 2) serve as subject matter expert for behavioral health and criminal justice issues; 3) assist the Committee and community organizations with planning, identification and prioritization of behavioral health and criminal justice needs; 4) evaluate local resources and identify gaps in behavioral health and criminal justice services; 5) foster positive working relationships; 6) identify, present, advocate, and coordinate potential funding sources for resource gaps in the criminal justice and behavioral health systems that impact successful interaction; 7) prepare, analyze, and present statistical reports; and 8) collect and review data on the effectiveness of the Opportunity Project and other related projects that seek to impact the intersection of the criminal justice and behavioral health systems.

Assignments involve working with administrators, public officials, citizens, agencies and groups; participating in community committees; securing federal grant funds and other financial resources; and program monitoring and evaluation. Work effectiveness is evaluated in terms of the timeliness, quality and completeness of assigned projects.

Specific Position Requirements

Qualifications: Bachelor’s degree from an accredited college or university in behavioral or social sciences (i.e. criminal justice, social work, counseling, psychology) or related field is required. Masters or Advanced Degree from an accredited college or university in a related field is preferred.

Experience: Experience working with coalitions; grant writing and knowledge of criminal justice grants is required. Minimum 3-years work experience with the criminal justice population is required. Experience partnering with local agencies (i.e. local government, treatment agencies and social service providers) is required. Must be familiar with the Ohio and Lucas County criminal justice and behavioral health systems.

Skills: Demonstrated oral and written communication and organizational skills and proficiency in using word processing and spreadsheet software. Education or experience in tasks requiring accuracy and attention to detail required.

Availability: Must be available to work during CJCC's business hours (Monday through Friday; 8:00 a.m. to 4:30 p.m.). This is a professional, salaried position that may require work beyond 40 hours per week and travel out of town or travel overnight.

Background: May not have prior convictions that would, or appear to adversely affect, the BH/CJ Coordinator's ability to represent the CJCC in a fair, credible and professional manner. Convictions, including, but not limited to, crimes involving fraud, theft, or crimes involving violence or weapons are incompatible with the position of BH/CJ Coordinator. Must possess a valid driver's license.

Duties, Key Responsibilities and Accountabilities as may be assigned

- Schedule and staff Committee meetings including preparing agendas, assembling meeting materials, recording and preparing meeting minutes and providing technical assistance.
- Serve as subject matter expert relative to emerging trends, conditions and best practice standards for behavioral health/criminal justice.
- Coordinate multi-disciplinary community BH/CJ activities in Lucas County under the direction of the Committee.
- Foster collaborative relationships with the federal, state, local, and community agencies and businesses to support and enhance the intersection of behavioral health and criminal justice systems.
- Identify and coordinate activities to secure private/public funding to reach community BH/CJ goals.
- Maintain files and records relating to the BH/CJ activities.
- Interpret and communicate applicable evidence-based program standards to local agencies.
- Participate in local, state, and federal meetings on behavioral health and criminal justice issues.
- Perform data collection, statistical analysis, and prepare summary findings in chart, graph, or other form suitable for public presentation.
- Perform literature and survey research as it relates to the Opportunity Project and BH/CJ initiative and develop summary reports, fact sheets, and presentations.
- Develop grant proposals to sustain the work of the BH/CJ Committee.
- Assist in developing grant applications for local community agencies.
- Participate in continuing education and skill-set enhancement training as available.
- Participate in strategic planning, including long-range and short-range goals for the BH/CJ committee.
- Liaison with officials, agencies and groups to identify and discuss issues of mutual interest to the BH/CJ committee. Attend community activities that further the growth of reentry and enhance the value of reentry to the BH/CJ committee.
- Perform other duties as required or as assigned.