



## **Job Announcement**

### **Stepping Up/Jail Diversion Project Director**

|                          |                                     |
|--------------------------|-------------------------------------|
| Work Location:           | Broward Behavioral Health Coalition |
| Position reports to:     | Forensic Coordinator                |
| Status: Position Status: | Full Time                           |
| Salary Range:            | \$55,000 - \$60,000                 |

#### **Position Summary:**

This position will lead the collaborative Broward County Stepping Up Initiative Task Force to help develop strategic, data-driven plans for improvement. Responsibilities include all aspects of overseeing the Post Arrest Diversion Program for individuals charged with 3<sup>rd</sup> degree or 2<sup>nd</sup> degree non-violent felonies who also suffer from serious mental illnesses or co-occurring serious mental illnesses and substance use disorders. These individuals will be diverted away from the criminal justice system and into comprehensive community-based treatment and support services. This position will develop partnerships with the array of system representatives, the courts, and behavioral health providers, to facilitate the success of the Post-Arrest Diversion Program. The Stepping Up/Jail Diversion Project Director will also pursue expansion opportunities for both pre and post arrest diversion program development.

#### **Specific Duties and Responsibilities:**

- Coordinate and lead collaborative Broward Stepping Up Task Force
- Support the development of strategic data-driven plans for improvement
- Develop partnerships with the array of system representatives, the courts, behavioral health providers, to facilitate the success of the Post-Arrest Diversion Program.
- Receive and review all program referrals and submit all appropriate applications for approval to the SAO and defense counsel.
- Track all program referrals and admitted clients throughout the duration of their program participation, with the goal of assisting with coordination, enrollment, linkage to care, and discharge planning through collaboration with community providers.
- Monitor the clinical progress of individuals enrolled in the Post-Arrest Diversion Program.
- Conduct bi-weekly case reviews/staffing with the PAD team, SAO & Defense Counsel.
- Oversight of the coordination of comprehensive plans for individuals served.
- Collect data for outcomes for individuals served.
- Completion of assigned BBHC/ROSC monthly reports and attend monthly ROSC meetings.
- Meet regularly with the Operations Team for network updates.
- Develop and conduct presentations for local and national meetings/events/conferences, as requested.
- Other related duties as requested.



**Experience and Education:**

- Master's degree in behavioral health/Registered Intern Preferred
- Minimum of two years' experience in mental health/substance use/child welfare

**Skills/Abilities/Competencies:**

To succeed as the Stepping Up/Jail Diversion Project Director individual requires the following:

1. Understanding of the behavioral health system, criminal justice system, and local provider network.
2. Understanding the overall system of care
3. Strong communication skills, both verbal and written.
4. Ability to multi-task and exhibit flexibility.
5. Proficient with computer programs such as Microsoft Office
6. Oral communication/public speaking-speaks clearly and persuasively in both positive and negative situations.
7. Demonstrates ability to facilitate group meetings and discussions; solicits feedback from participants, keeps discussions on topic and needed timeframe, able to capture attendee's attention.
8. Documentation- skilled in writing notes, preparing proposals, drafting meeting minutes, and other reports.
9. Judgement- displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
10. Empathy-displays appropriate empathy for individuals and families: excellent counseling and problem-solving skills.
11. Diplomacy- able to deal effectively and positively with staff and external parties including providers and community stakeholders.
12. Follow through- demonstrates the ability to assume responsibility for tasks and ensure they are completed thoroughly and timely.
13. Understanding of data/outcomes as they relate to the target population to be served.

**Mental and Physical Qualifications:**

Good health as evidenced by acceptable pre-employment health screening, ability to function effectively under stressful circumstances, and acceptable attendance record.



**Other Qualifications:**

Has a valid driver's license and acceptable driving record. Will consent to background screening processes as required by the State, based on holding this position of special trust to include fingerprint-based search of criminal records in Florida and nationally.

I acknowledge that I have read and understand my responsibilities as they relate to this Job Description and that I have received a copy of this document for future reference.

**Please send resumes and cover letters to [jobs@bbhcflorida.org](mailto:jobs@bbhcflorida.org).**