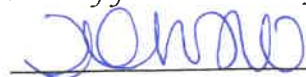


Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 08-31-2023	PREPARED BY: Judge Trinity Orosco
Meeting Date Requested: 09-6-2023	PRESENTED BY: Judge Trinity Orosco
ITEM: (Select One) <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Brought Before the Board Time needed:	
SUBJECT: Authorization for the Posting of the Therapeutic Courts Coordinator/Case Manager Position	
FISCAL IMPACT: Grant funded	
BACKGROUND: Resolution 2023-236 was signed on August 23, 2023 allowing acceptance of grant funding for Therapeutic Court. The creation of this court requires a Case Coordinator/Case Manager position which is supported by the grant.	
RECOMMENDATION: Recommend Commissioners sign attached resolution allowing posting of the position.	
COORDINATION: County Administrator Mike Gonzalez, Commission.	
ATTACHMENTS: 1. Resolution 2. Exhibit A – Job Description 3. Franklin County Resolution No. 2023-236	
HANDLING / ROUTING: Auditor, District Court	

I certify the above information is accurate and complete.



Name, Title

FRANKLIN COUNTY RESOLUTION NO. _____

BEFORE THE BOARD OF COUNTY COMMISSIONERS, FRANKLIN COUNTY, WASHINGTON

**RE: AUTHORIZATION FOR THE POSTING OF THE THERAPEUTIC COURTS
COORDINATOR/CASE MANAGER POSITION**

WHEREAS, on August 23, 2023 the Franklin County Board of Commissioner authorized the District Court Judge the authority to sign Therapeutic Courts Interagency Agreement IAA24361 between Franklin County, Franklin County District Court, and the Statue of Washington Administrative Office of the Courts, of the Therapeutic Courts Interagency Agreement IAA24361 for the creation of a Therapeutic Courts program; and

WHEREAS, the grant award specified funds to be utilized to create new positions for the development and support of Therapeutic Courts; and

WHEREAS, it has come to the attention of the Board of County Commissioners that there is a need, at this time, to post for the new position of Therapeutic Court Coordinator/Case Manager to develop and support the program; and

NOW, THEREFORE, BE IT RESOLVED that Trinity Orosco, District Court Judge, be authorized to post the newly created position of Therapeutic Court Coordinator/Case Manager to assist in the creation, development and maintenance of Therapeutic Courts; and

IT BE FURTHER RESOLVED, that the job description attached hereto and made a part hereof and referred to as Exhibit "A" sets out the duties and responsibilities of the exempt position classification of Therapeutic Court Coordinator/Case Manager; and

IT BE FURTHER RESOLVED, the Board of County Commissioners places this exempt position classification of Therapeutic Court Coordinator/Case Manager on the year 2023 Franklin County Exempt (Non-Union) Salary Schedule at a level 18, reimbursed from grant funds.

APPROVED this ____ day of September, 2023

**BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

Chair

Attest:

Chair Pro Tem

Clerk to the Board

Member

Originals: Auditor

cc: District Court



FRANKLIN COUNTY JOB DESCRIPTION

Therapeutic Courts Coordinator/Case Manager

EXHIBIT A

Effective Date: August 2023	Bargaining Unit: Non-Barg
Department: District Court	FLSA Status: Exempt
Reports to: District Court Judge	PCN:
Grade/Salary Schedule: Grade 18 / Full Benefits Package	

SUMMARY

The Therapeutic Courts Coordinator is responsible for the design, implementation and coordination of the Therapeutic Courts Program, including Franklin County Mental Health and Recovery Court Programs. These programs are designed to assist mentally ill and/or substance use disorder offenders in accessing community resources in lieu of incarceration. The overall goal of the program is to reduce recidivism rates by assisting participants to remain compliant with treatment, continue on a path of stability, and be accountable for their behaviors. Handles the highest level of complexity in program budgeting and managements. Visibility in the community and significant operations within Franklin County is a key aspect of this position. This position will forecast, plan, develop and implement strategies and programs to accomplish goals, priorities and objectives including: managing department resources; developing, interpreting, monitoring, adjusting and implementing policies and procedures; and managing daily operations. The coordinator will also provide case management support.

ESSENTIAL FUNCTIONS OF THE JOB

- Designs, implements, coordinates and supervises operations of the Therapeutic Court teams, which includes judges, defense attorneys, prosecutors, court staff, law enforcement officers, jail staff, and various medical and/or mental health service providers, in accordance with established policies and procedures for providing integrated treatment and criminal justice case management to participants with mental illness.
- Plans, organizes and determines overall program organization, mission, core services, and allocation of financial, human and capital resources Develops and manages short and long-term department goals and priorities. Evaluates program progress, effectiveness and outcomes; prepares reports as required.
- Analyzes new and existing laws, rules and regulations, or socio-economic trends to determine any impact on the program goals.
- Conducts research related to programs, best practices and trainings in therapeutic courts.
- Conducts and monitors mental health and substance use screenings, consultations, assessments, individualized treatment planning, referrals, and behavior management planning of adults with mental illness and SUD with the application of advanced diagnostic and counseling principles. Formulates clinical recommendations for judicial review based on behavioral health diagnoses, treatment, and treatment response. Conducts and/or facilitates screenings and assessment for criminogenic risk factors.
- Coordinates the activities and provides oversight of the Therapeutic Courts team members to ensure integrated and planned clinical intervention strategies that coincide with court processes and requirements. Identifies trends and problems hindering progress and develops and implements written policies and procedures to guide the operations of the Therapeutic Court teams in compliance with State guidelines, best practices, and the special needs and resources of Franklin County.
- Connects court participants to medically necessary treatment services and coordinates clinical care among treatment providers. Utilizes a wide range of community programs and services to meet individuals' needs including education, vocational training, family, and specialized programs in behavioral health.
- Identifies community resources and organizes efforts to provide a full continuum of needed treatment services including mental health and addiction treatment, educational and vocational services, safe and sober housing, ongoing recovery support services, health care, family services and other beneficial community support services.
- Fiscal management including development and presentation of the program's operating budget, monitoring of revenues

FRANKLIN COUNTY JOB DESCRIPTION

Job Title

and expenditures, development of funding mechanisms and sources, ensuring that all program expenditures are within budget and as cost effective as possible.

- Coordinates and facilitates trainings and professional development of team members, judges, attorneys and other stakeholders.
- Develops and maintains written policies and procedures to guide the operations of the courts in compliance with any state guidelines, generally accepted best practices, and the special needs and resources of the local jurisdiction.
- Compiles reports on compliance with conditions of program participation and assures that they are accurately communicated to and considered by the Therapeutic Court teams. This includes preparation of compliance and progress summaries for 0000 status hearings.
- Manages grant funds and files monthly and quarterly reports with the Administrative Office of the Court. Including the management of the budget reports with necessary documentation.
- Oversees the collection and recording of criminal history data; maintains database and records to document and monitor caseloads, client demographics, and program outcomes.
- Must maintain current Washington State Department of Health licensure appropriate for degree(s) and credentials. Complete continuing education including suicide prevention and ethics training as required by licensure.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of management and supervision.
- Knowledge in current practices of assessment, counseling, psychotherapy and other treatment procedures for mental illness, substance use disorders, and criminogenic thinking and behavior.
- Knowledge of available community resources for individuals with mental health and substance abuse disorders, including how to access necessary resources.
- Knowledge of the fundamentals of the criminal justice and mental health system, and applicable local, state and federal laws, rules, regulations, policies and procedures related to program areas including services available to target populations.
- Skill in operating standard office equipment such as Microsoft Office, scanner, calculator and photocopier.
- Excellent oral communication skills needed to explain policies and procedures and to work effectively with County Officials, other employees, agencies and the general public using courtesy, tact and good judgment.
- Ability to conduct mental health, substance use, and criminogenic risk screenings and consultations, assessments, individualized treatment planning, referrals, and behavior management planning of adults with mental illness with the application of advanced diagnostic and counseling principles.
- Ability to plan, coordinate, organize and schedule programs, processes and services. Prepare, research, analyze, administer and change plans, policies and work programs as necessary.
- Ability to organize, prioritize and coordinate work projects, plans and assignments. Work effectively in a multi-task environment. Must be internally motivated and take appropriate initiative. Apply good judgment, creativity and logical thinking to obtain potential solutions to problems.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental conditions:
 - constantly: office, meeting room, courtroom settings and at field locations, treatment facilities and jail.
 - occasionally: exposure to hostile and offensive language from program participants and members of the public.
- The noise level in the general work environment varies depending on the task and location and can range from usually moderate to high, higher levels while in certain locations, such as in the jail environment.

FRANKLIN COUNTY JOB DESCRIPTION

Job Title

SPECIAL CONSIDERATIONS

- May be required to attend meetings or perform duties outside of normal office hours.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position must be able to

- spend the following amount of time in an activity:
 - constantly: sit for extended periods of time, talk or hear; use hands, fingers to handle or feel, or operate equipment.
 - frequently: stand, walk for extended periods of time and drive motor vehicle.
- carry or transport items:
 - occasionally: lift or carry items weighing up to 20 pounds.
- Have the following vision abilities: have peripheral vision, depth perceptions, the ability to adjust focus and have close vision (1-20 inches) and distance vision (20 feet or more).

QUALIFICATIONS

REQUIRED EDUCATION AND EXPERIENCE

- Master's degree in social work, counseling, psychology or other related human services fields
- Five years of experience providing mental health assessments/evaluations, diagnosis, treatment, case management, treatment planning and program management

OR

- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

LICENSES, CERTIFICATES, AND OTHER QUALIFICATIONS

- Employment at Franklin County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.
- Valid driver's license if driving a vehicle for County business.
- Mental health Counselor (LMHC), Independent Clinical Social Worker (LICSW), Marriage and Family Therapist (LMFT) or Psychologist.
- Must sign an agreement of permanent confidentiality covering all client-related information.

OTHER DUTIES DISCLAIMER

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements, and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add, or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

FRANKLIN COUNTY RESOLUTION NO. 2023-236

BEFORE THE BOARD OF COUNTY COMMISSIONERS, FRANKLIN COUNTY, WASHINGTON

**RE: THERAPEUTIC COURTS INTERAGENCY AGREEMENT IAA24361
BETWEEN FRANKLIN COUNTY, FRANKLIN COUNTY DISTRICT COURT,
AND THE STATE OF WASHINGTON ADMINISTRATIVE OFFICE OF THE
COURTS**

WHEREAS, the District Court Judge notified the Franklin County Board of Commissioners of the Therapeutic Courts Interagency Agreement IAA24361; and

WHEREAS, the District Court Judge received verbal consensus of Therapeutic Courts Interagency Agreement IAA24361 between Franklin County, Franklin County District Court, and the State of Washington Administrative Office of the Courts; and

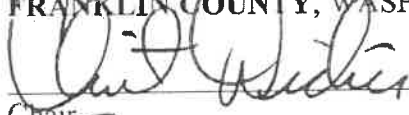
WHEREAS, pursuant to R.C.W. 36.01.010 and R.C.W. 36.32.120 the legislative authority of each county is authorized to enter into contracts on behalf of the County and have the care of County property and management of County funds and business; and


WHEREAS, the Board of Franklin County Commissioners constitutes the legislative authority of Franklin County and desires to have the District Court Judge enter into the attached agreement as being in the best interest of Franklin County;


NOW, THEREFORE, BE IT RESOLVED the Franklin County Board of Commissioners hereby approves Therapeutic Courts Interagency Agreement IAA24361 between Franklin County, Franklin County District Court, and the State of Washington Administrative Office of the Courts, effective July 1, 2023 through June 30, 2024, and authorizes the District Court Judge to sign said agreement with consensus of the Board.

APPROVED this 23rd day of August, 2023

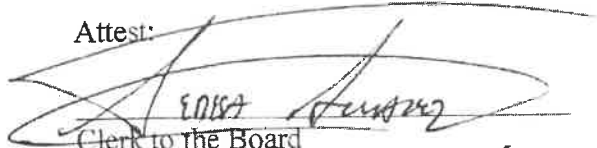
BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON


Chair


Chair Pro Tem


Member

Attest:


Clerk to the Board

Originals: Auditor
AOC

cc: District Court