

WICHITA COUNTY

Job Announcement



Job Posting: 2022-059

POSITION: Assistant Mental Health Case Manager

DEPARTMENT: Wichita County Public Defender's Office

LOCATION: Wichita County Courthouse Annex
600 Scott Street, Suite 204
Wichita Falls, TX 76301

SUPERVISOR: Mental Health Case Manager/ Chief Public Defender

HOURS: 8:00 a.m. – 5:00 p.m., Monday – Friday
(Occasional overtime may be required)

SALARY: Up to \$3,541.66 Monthly (DOQ) + Wichita County benefits.

POSTING DATE: JUNE 1, 2022

CLOSING DATE: UNTIL FILLED

► **JOB SUMMARY:**

The Assistant Mental Health Case Manager will be responsible for assisting the Mental Health Case Manager in management of the Mental Health Docket for the Public Defender's Office including client relations and supporting staff attorneys and investigators.

► **ESSENTIAL DUTIES:**

- Filing and administrative tasks to include, but not limited to, creating and updating client case files and data tracking files
- Facilitating written correspondence, and telephone contacts with clients, collateral sources, jail and medical staff, state hospital personnel, the LMHA, treatment programs, and community resources
- Scheduling appointments for video, phone, or face-to-face interactions between clients and the MH Case Manager
- Medical and psychiatric/psychological records requests

- Maintaining, under the direction of the MH Case Manager, program standards and services when the MH Case Manager is temporarily unavailable due to trial work or other circumstances
- Additional responsibilities as needed, based on qualifications.

► **QUALIFICATIONS FOR EMPLOYMENT:**

- Bachelor's degree preferred, from accredited university or college with major in social, behavioral, or human services. Experience/skills may be considered in lieu of a Bachelor's degree. Licensure is not required.
- The Assistant Mental Health Case Manager must be able to use personal computers to input data and be proficient in basic programs like Microsoft Office and possess a valid Texas driver's license.
- The Assistant Mental Health Case Manager must be able to communicate in a courteous and effective fashion with clients, co-workers, families, agencies, and other courthouse personnel. In particular, the Assistant Mental Health Case Manager must be able to communicate with mentally ill, intellectually disabled, and indigent clients in a courteous and professional manner.

► **CONDITIONS OF EMPLOYMENT:**

- In addition to clients, must deal extensively with the public and legal community.
- Perform repetitive tasks daily.
- Must be able to occasionally lift and move loads weighing up to thirty (30) pounds.
- The Public Defender's Office is a non-smoking environment.

► **APPLY TO:**

Wichita County – Human Resources Office
900 7th Street, Room 130
Wichita Falls, Texas 76301
(940) 766-8108

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promotes persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD 1-800-735-2989, VOICE 1-800-735-2988. For candidates requesting Braille, Mobility requests, etc., please call 940.766.8108. HR/ADA Compliance Office, Room 133, Wichita County Courthouse, 900 7th Street, Wichita Falls, Texas 76301.