

**JOB DESCRIPTION**  
**Henry County Transition Link Justice Involved Services Coordinator**

**SALARY RANGE:** \$40,000 - \$48,000 DOQ

**Hours:** Monday-Friday 8 a.m. to 4:30 p.m.

**Benefits:** Medical/Dental Insurance, Life Insurance, IPERS, Vacation/Personal Days, Sick Leave

**FLSA STATUS:** Hourly

**REPORTS TO:** Program Director

Requires a pre-employment physical and drug screening. May require use of personal vehicle for county business, must have valid driver's license, access to a dependable vehicle and carry automobile insurance coverage and be insurable under the county liability coverage.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in human service related field, social work, criminal justice, mental health counseling or addictions treatment and a minimum of 2 years of experience working in mental health or crisis intervention services, addictions treatment, case management, care coordination, working in a corrections or justice involved setting, or law enforcement or Bachelor's degree and a minimum of 5 years of experience working in mental health or crisis intervention services, addictions treatment, case management, care coordination, working in corrections or a justice involved setting, or law enforcement.

Must be able to work in jail setting in close contact with male and female inmates. Subject to background checks, including criminal history, fingerprints and must adhere to the Prison Rape Elimination Act of 2003 (PREA).

**KNOWLEDGE OF:**

Diagnostic and statistical manual of mental disorders (DSM)

Criminal justice system and law enforcement

Networks providing services for mental health, addiction, co-occurring disorders, housing, and employment services

Principles of community integration

Jail Diversion concepts and models

Case Management processes

Disability related income sources

Evidence Based Practices

English language to include grammar, spelling, sentence structure, and vocabulary, and proofreading skills

**BASIC FUNCTIONS:**

Serve as a bridge to services from multiple agencies. Coordinate Transition Link services with Jail Administrator and/or designee. Justice Involved Services Coordinator meets with and assesses detainees at the Des Moines, Henry, Jefferson, Keokuk, Lee, Louisa, Van Buren and Washington County jail's and at a minimum will review or complete the jail-based intake screener, administer required assessments and facilitate connections to community-based services and supports through service planning and coordination. Work will occur in member county jails or other designated location. Des Moines and Lee County jail services maybe up to 5 days a week, Jefferson and Washington County jails maybe up to two times a week, Louisa County jail is once a week and Henry, Keokuk and Van Buren County Jails are on a call as services are needed basis.

**Justice Involved Services Coordinator will:**

Evaluate a detainees/individuals eligibility for Transition Link Services and complete an enrollment interview packet with eligible detainees/individuals.

Complete assessment for eligible individuals to include what needs are present: psychiatric drugs, physical health, mental health, addiction treatment, employment, living arrangements, etc. Assess what needs are being met when detainee is living in the community and if those needs are being met adequately. Determine care gaps, identify detainee needs post release, create a transition plan with the detainee, and coordinate referrals to services.

Present options for community-based services to, include but not limited to, defense attorneys, prosecutors, judges, courts, probation/parole officers.

Provide individual case coordination, transition planning and make referrals to community-based mental health and addictions treatment providers. Arrange appointments for post release services in order to carry out the transition plan. Follow up with detainee post-release to assess effectiveness of transition plan.

Assist detainees in accessing financial supports, provide initial assistance linking individuals to appropriate resources for assistance with housing and basic needs, as appropriate. Assist individuals in completing applications for funding through Medicaid and food assistance, gathering necessary documentation, and coordinate with MH/DS intake staff for eligibility determinations and make referrals to appropriate integrated health home and community-based services. Provide information regarding community resources.

Input detainee information into the Community Services Network Justice Involved Services Module. Record and track program data, keep accurate and organized records, ensure timely preparation of reports, work with spreadsheets and mathematical concepts. Assist with defining how outcome data is collected, measured, and quantified. Report data to Coordinators of Disability Services, SEIL Governing Board, Board of Supervisors, Sheriffs, Jail Administrators, Legislators and other Stakeholders.

Establish and maintain effective working relationships with law enforcement, jail staff, judges, defense attorneys, prosecutors, probation/parole officers, treatment providers, clients, co-workers, elected officials, public servants, and members of the public.

Act as liaison and consultant with a variety of community agencies to maintain coordination of the intervention process for the individual involved in Transition Link services, including but not limited to corrections, the courts, law enforcement, and treatment providers. Participate in agency, region, provider and statewide committee meetings. Collaborate and function as a team member with multi-disciplinary colleagues (jail, law enforcement, prosecutors, defense attorneys, judges, courts, corrections, hospitals, psychiatrists, treatment providers, the region, stakeholders and others).

Provide training and education on, but not limited to, mental health disorders, co-occurring disorders, jail diversion, and crisis intervention team training to law enforcement, community members, community agencies, stakeholders and others.

Assist with implementation of evidence based practices (EBP) including evaluation of fidelity of programs implementing EBP's.

Attend work-related meetings, conferences and seminars.

Perform all work duties and activities in accordance with Henry County and the SEIL Region policies, procedures, and safety practices.

Represent Transition Link in a professional, responsible and trustworthy manner, interact effectively with persons representing widely divergent backgrounds, interests, and points of view. Follow an agreed-upon professional code of ethics.

May provide transition coordination for individuals (adults and youth) in settings other than jail who may have complex co-occurring service needs, are in need of multiple community based supports and/or without additional support maybe at risk for placement in a higher level of care or become involved in the justice system.

Perform additional duties as assigned which, include but is not limited to, support SEIL Region initiatives, service delivery, performance based outcomes, as well as other duties as assigned by the program director.

**Individual Proficiencies:**

Knowledge of pertinent Local, State, and Federal regulations, including state and federal confidentiality laws, individual rights, professional and legal issues, and adherence to HIPAA standards. Discretely handles other sensitive matters.

Ability to interpret and apply needs of the Transition Link Justice Involved Services Jail Diversion Program.

High level organizational and time management skills to plan, organize and schedule work priorities.

Organize and present factual information, ideas or opinions clearly and concisely, orally and in writing, to groups and individuals in formal and informal situations.

Uses sound judgment and initiative in making decisions and in developing solutions to problems.

Interprets and follows oral and written instructions with attentiveness to detail.

Maintains effective working relationships with those contacted in the course of work.

Network with stakeholders and decision-makers from a variety of backgrounds and disciplines in order to promote program efficacy and sustainability.

Exercise autonomous and creative problem solving to respond effectively and appropriately to a wide variety of situations and crisis's.

Develop, recommend, and administer program policies, rules and regulations with little external input or guidance.

Work independently on projects and routine tasks.

Exercise good judgment in analyzing situations, answering questions, and interpreting policies.

Organize and prioritize multiple tasks to meet established deadlines and solve problems appropriate to the position

Type accurately and use a computer for the purposes of data entry, spreadsheets, word processing, presentations, email and the Internet

Operate common office equipment such as computer, calculators, fax and postage machines, photocopiers, scanners and multi-line telephones

Work flexible schedule and additional time as needed

**Mental and Physical Requirements:**

Have clarity of speech and hearing which permits effective communication.

Handle moderate to high levels of stress.

Ability to perform assigned duties with some interruptions and time pressures.

Ability sit for extended time periods, stand, bend, squat, stoop, kneel, twist and reach.

Have sufficient manual dexterity to make handwritten notations and which permits moderate use of a keyboard and mouse.

Ability to lift, move, push and pull up to 20 pounds at times from the floor.

Ability to maintain visual attention for extended periods of time and have sufficient vision which permits moderate production and review of a wide variety of materials both in electronic and hardcopy forms.

Have sufficient personal mobility to complete field work at various facilities, including correctional facilities.

Performs majority of duties in a well-ventilated, well-lighted and temperature-controlled office environment.

Noise level is moderate.

*I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work additional time, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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Program Director

\_\_\_\_\_  
Date

**MODIFIED:** ~~December 4, 2017~~ ~~May 22, 2019~~ ~~September 10, 2021,~~ ~~October 11, 2021,~~ ~~November 10, 2021,~~ ~~December 14, 2021,~~ ~~February 4, 2022,~~ ~~March 7, 2022~~