

## Job Description

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<b>Position:</b>	<b>Forensic Diversion Coordinator</b>
<b>Reports to:</b>	<b>Forensic Diversion Program Manager</b>
<b>Primary Location:</b>	<b>Connections Work</b>
<b>Classification:</b>	<b>G4 – Specialized II</b>
<b>Creation/Revision Date:</b>	<b>04/23/2025</b>

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### **Job Summary:**

The Forensic Diversion Coordinator is responsible for identifying, coordinating, and facilitating diversion opportunities for individuals with mental health needs who are involved with or at risk of involvement with the criminal justice system. This position serves as a bridge between the behavioral health systems and the criminal justice system, aiming to reduce incarceration rates, promote recovery, and improve public safety through early intervention, case coordination, and collaboration with key stakeholders.

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### **Agency Culture and Values:**

At Connections Work, we have core beliefs and behaviors that define our culture. We believe that all people have value, mistakes do not define us, how we show up each day is critical to our success, and psychological safety is a basic human need. We believe that not everyone has the same opportunities, and that positive change is possible through hope, opportunity and second chances.

All employees, leaders, members of the Board of Directors and volunteers are all encouraged to embed these beliefs into their practices, policies, procedures, decisions, and interactions at Connections Work, and model our defined behaviors that stem from these beliefs.

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### **Essential Functions:**

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements are representative of the knowledge, skill, ability, and behaviors required. Reasonable accommodation may be made.

1. Serve as the primary point of contact for law enforcement, courts, jails, attorneys, behavioral health providers, and other stakeholders regarding diversion-eligible individuals.
2. Conduct assessments, screenings, or reviews to determine eligibility for diversion from arrest, booking, or prosecution into appropriate community-based services.
3. Coordinate individualized services that include treatment, housing, case management, and other supports to promote stabilization and reduce recidivism.
  - a. Coordination may involve face-to-face meetings with diversion-referred individuals in varied locations including but not limited to the jail system, shelters, and homes.

4. Facilitate communication and collaboration between criminal justice partners and mental health providers to ensure continuity of care.
5. Maintain accurate documentation and tracking of diversion referrals, outcomes, and data for evaluation and reporting.
6. Meet with law enforcement and/or other criminal justice professionals to provide information on forensic diversion services, the population served, and various community resources available to support them.
7. Monitor client progress in diversion programs as needed to support success.
8. Participate in multidisciplinary case staffing, community collaboration meetings, and crisis response planning.
9. Attend and actively participate in applicable team meetings.
10. Review Forensic Housing Program applications and collaborate closely with housing provider to determine eligibility for admission; coordinate admissions; monitor client admissions and discharges; support client success and address challenges that may place housing at risk.
11. Assist in the planning, coordination, and execution of Crisis Intervention Team (CIT) Program trainings for the Berks County area.
12. Support the planning and coordination of CIT Steering Committee meetings and related activities that advance the committee's objectives within Berks County.
13. Track, monitor and collaborate with multidisciplinary team for inmates at Berks County Jail System court ordered to treatment or competency restoration at Norristown State Hospital.

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#### **Special Requirements:**

1. Bachelor's degree in social work, psychology, criminal justice, or related field, required.
2. Minimum of 2 years of post-degree experience in behavioral health or forensic mental health settings, required.
3. Experience working with diverse populations, including individuals with serious mental illness and co-occurring disorders, required.
4. Experience in criminal justice settings, preferred.
5. Knowledge of mental health systems, crisis services, and criminal justice processes, required.
6. Ability to effectively build relationships and collaborate with law enforcement, courts, behavioral health providers, and other stakeholders, required.
7. Skilled in communication, organization, and problem-solving, required.
8. Proficiency with Microsoft Office, required.
9. Proficiency with electronic health record systems, preferred.
10. Bilingual in English and Spanish with skill in oral and written communication, including Spanish communication, preferred.
11. Must possess a valid Driver's License, have access to a vehicle and be willing to travel to and work at various locations as needed in order to conduct agency business. Some locations require working within the confines of a secure facility and in close contact with residents thereof.
12. Must possess and maintain valid personal vehicle insurance.
13. Must possess and maintain a valid child abuse clearance through ChildLine.
14. Must possess and maintain a valid clearance through the Pennsylvania State Police.
15. Must possess and maintain a valid clearance through the Federal Bureau of Investigation.
16. Must not be a precluded individual on the Commonwealth of Pennsylvania Department of Human Services Medicare fraud list.

17. Must possess and maintain clearance authorization through the Berks County Jail System (BCJS). Connections Work will process the clearance request.
  18. Must be able to work after agency office hours, as needed for special events.
  19. Must complete ongoing training and/or certifications as required for position.
  20. Must abide by the policies and procedures detailed in the Connections Work Personnel Policies and Procedures Manual, the relevant sections of the PADOE and the PBPP Code of Ethics, Codes of Conduct and PREA Standards, and the relevant sections of the BCJS manual.
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**Additional Responsibilities:**

1. Perform any related duties as directed by leadership.
  2. Keep professional relations at a high standard with Connections Work, Berks County MH/DD, Berks County Jail System, the PA DOC, the PBPP, Berks Counseling Center, and other service providers, criminal and juvenile justice system officials, volunteers, mentors, partners and related professionals.
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**Note:** The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of Connections Work. Connections Work is an equal opportunity employer.

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**FORENSIC DIVERSION COORDINATOR**

– Signature / Date

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**PRINTED NAME**

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**FORENSIC DIVERSION PROGRAM MANAGER**

– Signature / Date

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**PRINTED NAME**